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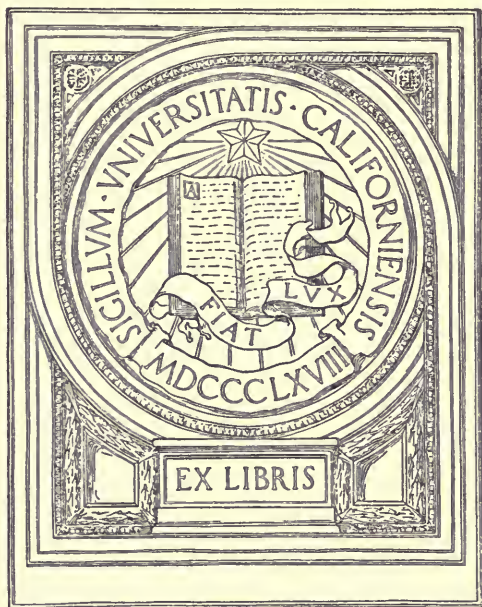
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COMPANY ADMINISTRATION

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COMPANY ADMINISTRATION

By

Lieut.-Col. William H. Waldron

United States Army

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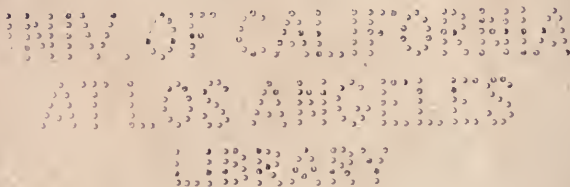
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"Scouting and Patrolling"

"Tactical Walks"

"Elements of Trench Warfare"

"The Infantry Soldier's Handbook"



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INTRODUCTION

A certain amount of Paperwork is absolutely essential to the administration of a Company. The question is, and always has been, "How can it be reduced to a minimum?"

Here are a few suggestions that may help you towards this desirable end:

1. Whenever you are called upon to make out a paper, study carefully the instructions on the blank form. Turn to the blank and see how it is made out in this little volume and follow copy as nearly as practicable.

2. Before submitting a report, requisition, or other Company paper, be sure that it is complete in all its details. When papers have to be sent back for correction it entails much additional paperwork, both at Headquarters and in your own Company Orderly Room.

3. Whenever a paper comes to the Orderly Room that requires action, don't lay it aside and forget it until the Adjutant has to send you a letter requiring you to explain the delay. Make a practice of returning papers without delay. It saves much time in the end.

4. Keep your Army Regulations and this copy of Company Administration posted up to date by inserting the changes that are published in War Department orders (Changes Army Regulations) from time to time.

5. Render all returns, reports, requisitions and other papers at the proper time. Do not wait until they are called for from Headquarters.

By doing these few simple things you will avoid unnecessary paperwork and you will find your Orderly Room running along without any lost motion.

If this little book helps you over some of the stumbling blocks and lessens the drudgery of your Company Paperwork, it will have served its purpose.

THE AUTHOR.

CHAPTER I.

Company.....,Regiment,

Place....., Date.....

Company Orders,

No.

SECTION I

1. The following rules and regulations are published for the information and guidance of the members of this Company:

2. **Ammunition, Arms and Accoutrements**—All men will be held strictly accountable for ammunition, arms and accoutrements issued to them. Rifles and pistols when not required for duty or for cleaning will be kept in the places provided for them. Articles of equipment will be kept clean at all times, free from rust and dirt, and in serviceable condition.

Arms will not be taken apart except by special permission of the Company Commander, then only under the personal supervision of a non-commissioned officer detailed for the purpose. The polishing of blue or brown parts of arms, rebluing or rebrowning, putting any part in a fire or removing the receiver from the barrel of the rifle; the mutilation of any part by filing, using emery or sand paper or burnishing chain and attempts to beautify or change the finish, except by the use of raw linseed oil, are all positively prohibited. Raw linseed oil is necessary for the preservation of the wood and may be used for such polishing as may be given by rubbing in one or more coats with the hands. This will in time produce a beautiful finish. Do not try to set with alcohol. This transforms the linseed oil finish into a varnish that will scratch and mar the beauty of the rifle. Only cleaning material issued by the Ordnance Department will be used. The same may be procured from the Supply Sergeant on application.

Rifles will be cleaned from the breech only, resting the muzzle on the floor or other convenient rest.

Arms will be unloaded before being taken into quarters. A soldier who accidentally discharges his rifle has committed a military offense for which he may be tried by Court-martial.

3. **Articles of War**—Such of the Articles of War as pertain to enlisted men will be read to the Company at least once every six months.

4. **Bathing and Personal Hygiene**—Each member of this Company will take at least two baths each week. The hair will be cut short; the beard, if worn, neatly trimmed or the face cleanly shaven.

After visiting the latrines, and before going to meals, all men will wash their hands thoroughly, this in order to prevent diseases caused by taking germs into the mouth with food and unclean hands. Soiled clothing will be kept in the receptacle provided. It will be sent to the laundry weekly and not allowed to lay around quarters.

5. **Beds and Bedding**—Beds must be kept clean from vermin. Any existence of vermin will be immediately reported at the orderly room. Bedding will be aired in the open every Friday. If weather

conditions render this impracticable it will be aired on the first clear day thereafter, Sundays excepted.

The floor under the bed and to the side thereof will be swept and thoroughly policed daily and whenever necessary.

Beds will habitually be kept "made up," the blanket and top sheet turned down from the head a distance of 18 inches from the pillow. Additional blankets will be neatly folded and made into a pile under the pillow.

6. **Bulletin Board**—Every member of this Company will, between 12 noon and 1 p. m. daily, look at the Company bulletin board, noting all orders and instructions posted thereon that affect the company in general and him in particular.

7. **Civilians**—No civilians will be allowed to enter the cantonments except friends and relatives of members of the Company and then only after specific authority has been obtained from one of the officers of the Company, the First Sergeant or the Non-commissioned Officer in charge of quarters. Members of the Company will discourage visitors coming during training periods. They are welcome on Sundays and holidays, but must not be taken into squad rooms where they will interfere with other men of the Company.

8. **Clothing**—Only clothing issued by the Government is authorized to be worn. All clothing issued to the soldier will be plainly marked with his Company number on the inside of the garment or article. Civilian clothing will not be kept in quarters. Soldiers will not appear outside of barracks wearing undershirts or white or colored shirts. The wearing of suspenders with olive drab shirt is prohibited. Men will not appear out of barracks without coats except when in ranks for drills, exercises or other military formations. An exception to this rule is made in the case of men indulging in athletic sports, games, etc., when the proper apparel pertaining to same may be worn. Soiled clothing will be kept in the receptacle provided for same (barrack bag) and will not be allowed to accumulate for more than one week. All men are positively forbidden to borrow, loan, trade or exchange any article of clothing or equipment without first obtaining permission in each instance from the Company Commander. Men on fatigue will wear the proper fatigue uniform.

A record is kept in the orderly room showing all clothing that has been drawn by each man in the Company. No article of clothing will be disposed of until it has been condemned and ordered destroyed by the Company Commander. Clothing inspection and condemnation will be made immediately after Saturday morning inspection each week, at which time any soldier who has clothing that he may desire to destroy will present the same to the Company Commander for necessary action. Failure to observe this rule will find you short articles of clothing when you are checked up.

9. **Company Commander**—Your Company Commander is always ready and willing to aid you and give you advice. Do not consume his time with trivial affairs that can be attended to by your squad and platoon commanders. Courtesy demands that you consult them first. If your needs are not within the province of your squad or

platoon commander, the First Sergeant will arrange for you to see the Company Commander.

10. **Conduct in Quarters**—No loud or boisterous noise is permitted in quarters. Remember there are others besides you in this Company, others that have the same rights and privileges as you have. It is up to you to respect them. Be as cheerful and kind to others as you expect them to be towards you. Answer promptly all the demands made upon you by your officers and non-commissioned officers. Carry out the rules of military courtesy on all occasions and make it your personal business to see that every other man in this Company does the same.

Every man will make it his interest to see that quarters are kept clean and sanitary and to assist those in charge of Government and Company property therein for the use, pleasure and comfort of the members of the Company.

11. **Equipment**—Personal equipment will be kept in serviceable condition. It will be properly adjusted. No private marks of any kind will be made on it. Articles found to be so marked will be charged to the soldier concerned. All marking of equipment will be done by the Supply Sergeant or under his immediate personal supervision.

12. **Identification Tag**—An identification tag will be furnished each member of the Company. They will be worn when equipped for field service. At inspections, when the equipment is displayed on the beds, they will be hung by the tape to the foot of the bed.

13. **Inspections**—The best uniform owned will always be worn at inspections. The arrangement of articles of the equipment will be arranged in accordance with the sample bed that has been prepared for your guidance.

14. **Intoxicating Liquors**—No intoxicating liquors of any description will be allowed in barracks.

15. **Kitchen and Dining Room**—No one is allowed in the kitchen except on duty, nor in the dining room, except at meal time, on duty or when sent there by superior authority.

16. **Company Library**—No books, papers, magazines, etc., will be taken from the Company Library without authority from the man in charge.

17. **Manuals**—Soldiers desiring to obtain the service manuals for study may obtain same from the First Sergeant.

18. **Meals**—The members of this Company will appear at their meals in a clean and orderly manner, properly dressed, which will include coat or olive drab shirt without coat. Men will not be permitted at meals in undershirts or any form of white or civilian shirt without coat. Face and hands must be washed and hair combed. When a commissioned officer enters the dining room during a meal, the man who first perceives him calls "Attention," all remain seated, but cease eating, sitting at attention.

19. **Orderly Pass**—Privates of this Company selected as "Orderly for the Commanding Officer" will be entitled to a twenty-four hour

orderly pass. Whether they leave quarters or not, they are entitled to twenty-four hours off duty.

20. **Police of Quarters**—Articles that are to be thrown away will be placed in the receptacles provided for such purpose, and no refuse or trash will be thrown on the floor, out of the windows, on the roofs of porches, or on the ground in the vicinity of the buildings.

21. **Shoes**—Shoes will at all times be kept cleaned and polished. In muddy weather remove all dirt before entering the barracks. All shoes will habitually be kept neatly arranged in a line under the bed. No man will be permitted to wear any shoes except those fitted to his feet in accordance with the measurements made by the Company Commander.

22. **Sickness**—Soldiers requiring medical attention will ordinarily report to the First Sergeant immediately after Reveille and have their names entered in the Sick Report Book. At sick call they will be marched to the Hospital by the Non-commissioned Officer in charge of quarters. Soldiers requiring the services of the Surgeon at other times will report at the orderly room to have their names entered on the sick report. They will take the book to the dispensary with them. Soldiers will not treat themselves or engage civilian medical attendance without permission from their Company Commander. Soldiers suffering from venereal diseases will use the lavatory and bath room designated for that purpose. All soldiers, in protection to themselves and comrades, are enjoined to at once report any offender. Men who expose themselves to venereal infection will report at the Hospital immediately upon return to the post. Neglect of this requirement will invariably result in trial by court-martial of the offender.

23. **Walls and Woodwork**—The walls and woodwork of the barracks will not be defaced by driving nails or in any other manner.

24. **Weapons**—Soldiers are forbidden to have revolvers in their possession or to carry pistols, razors or other weapons.

SECTION II

1. The duties and mutual relations of the members of this command are defined as follows:

2. **Non-Commissioned Officers** are on duty at all times and in all places for the suppression of disorderly conduct on the part of members of the Company in public places. Men creating disorder will be sent to their quarters in arrest and the facts reported to the Company Commander without delay. The discipline and reputation of the Company are in the hands of the Non-Commissioned Officers and there is never a time when they are relieved of the responsibility of taking notice of and proper action with reference to improper or disorderly conduct on the part of enlisted men.

3. **Non-Commissioned Officers** are expected to assist the Company Commander in carrying out his own orders and those of his superiors; they will see that all Company orders are obeyed and that the known wishes of the Company Commander are carried out.

4. **Non-Commissioned Officers** will always be addressed by their proper titles.

Paragraph 270, Army Regulations, is construed as prohibiting the employment of Non-Commissioned Officers as Company barbers, or as agents for laundries, or in any position of a similar character.

5. **First Sergeant**—He has immediate charge of all Company property, books, papers and records, in the care and keeping of which he is assisted by other Non-Commissioned Officers and the Company Clerk. He receives his orders direct from the Company Commander. During his absence, unless otherwise specified by the Company Commander, the senior of the Company acts as First Sergeant. He will habitually notify the next Sergeant in rank before leaving quarters, providing his absence is expected to exceed one hour.

6. **Supply Sergeant**—The Company Supply Sergeant is charged with:—(a) Proper care and police of the store-rooms; (b) Care and custody of all Company Ordnance property, Quartermaster supplies and other equipment; together with the records pertaining to same. The Artificer is under his orders.

7. **Mess Sergeant**—The Mess Sergeant is charged with the proper preparation and supply of food. It will be his constant endeavor to improve the mess by effecting variety and improved cooking. He will daily, at a specified time, submit to the Company Commander the bill-of-fare for the day. The Cooks and Kitchen Police are under his orders and immediate charge. He is responsible for the cleanliness of mess hall, kitchen, mess store-room and the porch pertaining to same; also the garbage and ash stands and their supports.

8. **Non-Commissioned Officer in Charge of Quarters**—The Non-Commissioned Officer in charge of quarters is, for the period covered by his tour of duty, actively in charge of the barracks and of all matters going on therein with which others are not specifically charged. He is detailed so that a reliable Non-Commissioned Officer may be always on the alert about the barracks, enforcing quiet and orderly conduct and correct behavior on the part of other enlisted men. While his status of duty relieves other Non-Commissioned Officers from constant supervision over small and routine matters affecting the daily lives of the men and their mutual and homelike association with each other, it does not relieve his seniors from assuming control in emergencies calling for such action.

It is expected that Non-Commissioned Officers senior to the one in charge of quarters will always respect the latter in the performance of his duties, and that they assist him, whenever occasion arises calling for such assistance; and they will refrain from conduct that would be the subject for a report for disciplinary action if indulged in by privates.

The specific duties of the Non-Commissioned Officer in charge of quarters are as follows:

A. To enter upon his duties immediately after Reveille, and to stand relieved after he has returned from sick calls the following morning and has turned over the property and keys to his successor and has signed the Company "Log."

B. The Company "Log" is a book in which a list of all property about the barracks under the care of the Non-Commissioned Officer in charge of quarters will be recorded, and

Company Administration

in which he will enter in his own handwriting a brief statement of all incidents occurring during his tour of duty.

C. He will, in company with his predecessor, make an inspection of quarters as soon as practicable after sick call, verify the property and count the number of rifles and pistols in the racks.

D. The signatures of both the Non-Commissioned Officers will indicate that they are agreed that all property and arms are as stated in the "Log."

E. The following incidents will invariably be entered in the "Log":

1. The fact that a man has absented himself without leave, or has deserted, or been confined or admitted to the hospital.

2. The fact that the clothing, personal effects and Company property held by such a man (per 1) has been listed, checked and turned in to the Supply Sergeant.

3. The fact that fire or disorder has occurred in the barracks, giving names of witnesses.

4. The fact that property has been lost, broken or stolen.

5. All other incidents of consequence, a knowledge of which is necessary for the Company Commander to comply with Regulations, enforce discipline and provide for the upkeep of barracks and equipment.

F. Old and new Non-Commissioned Officers in charge of quarters will report to the First Sergeant immediately after their daily inspection, observing the form prescribed in par. 62, Manual of Guard Duty, presenting the "Log" book for inspection and turning over the keys.

G. During his tour, the Non-Commissioned Officer in charge of quarters will be held responsible for: Good order and military discipline in quarters; conditions and arrangement, according to existing orders and regulations, of all clothing, arms and equipage; for police of porches, grounds and lavatories, latrines and amusement room.

H. He will see that rears and washrooms are clean at all times during his tour of duty and that toilet paper is always on hand. He will personally inspect rears, washrooms and garbage cans once every hour during the day. He will see that gun-racks are locked at all times when arms are in them. When turning over he will make a report of rifles and pistols in racks, and how many are on guard or elsewhere. At Tattoo he will see that all lights except one in wash-room and one in rear are extinguished and that lights in amusement room do not burn later than 11 o'clock.

I. He will see that all mail is taken from Company box at 10 a. m., and taken to postoffice. At mail call he will get mail from Camp Headquarters and take it to orderly room. The First Sergeant will deliver to him the personal mail of members of the Company, which he will in person deliver to the persons addressed. At the time mail is received he will notify the man

in charge of the amusement room, who will go to the orderly room for papers and periodicals.

J. He will allow no one to lie or lounge on his bed (except men sick in quarters) before noon, up to which time quarters will be kept ready for inspection by the Company Commander.

K. He will inspect all men going on pass and allow no one to take advantage of his pass unless in proper condition, neatly attired in regular uniform, white collar and shoes shined.

L. During his tour of duty he will not leave quarters except at sick call for mail or when ordered to do so by proper authority, and then only after turning over his keys and responsibility to competent authority.

M. During his tour of duty he will be held responsible that no game of chance for which money (or any article of value) is at stake, is allowed in the Company barracks or camp.

9. **Platoon Leader**—The Platoon Leader is responsible that Corporals in charge of squads perform the duties assigned them, and in the temporary absence of Corporals will designate privates to perform their duties. He will see that all Post or Company orders in regard to uniformity of beds, bedding, clothing, etc., are strictly carried out. He will see that no liquor of any description is brought into his section. He will see that the part of the barracks under his charge is properly ventilated. He will be in charge of the police of his section whenever general police is ordered. He will be present at the check, in his section, of each man's clothing and will report the result to the Company Commander. At all formal inspections (daily excepted), he will await the Company Commander at the end of his section nearest him, and, following the First Sergeant, will precede the Company Commander to the further end of his section; he will then return to his room.

10. **Squad Leaders**—The Squad Leader will inspect his squad on the Company parade before all inspections under arms; he will see that each man polices about his bed, folding his bed in the prescribed manner, immediately after breakfast. He will designate men to look after the beds, floor space, etc., of members of his squad who may be absent. He will make accurate individual lists of all the uniform clothing in possession of men of his squad, and will, in the presence of the platoon leader, make a careful check of such clothing as often as may be required. He will keep strict supervision at all times over the appearance of his squad in quarters and will see that all his men are properly equipped and have exercised the proper care as to personal cleanliness and neatness, in conformity with regulations. He will be in charge of his squad when general police is ordered. Before leaving his squad, going on pass, guard, etc., he will notify his Platoon Leader.

EXTRACTS FROM ORDERS AFFECTING COMPANY ADMINISTRATION

Debts of Enlisted Men for Merchandise—In view of the fact that the practice by dealers of selling articles of merchandise to enlisted men on credit burdens the War Department with unnecessary cor-

respondence in the cases of nonpayment of the indebtedness, and that such transactions, which are rapidly increasing in number, often involve enlisted men in debts which they can not pay, and frequently lead up to desertion, the following statement of the policy of the department with respect to this matter is published for the information and guidance of all concerned:

The Department will no longer concern itself with the business of persons, firms, or corporations selling merchandise to enlisted men on credit, and all communications with respect to such sales, and all arrangements looking to the establishment of such business relations must be had with the commanding officers of the organizations to which the enlisted men belong. The War Department will decline to assist, by answering inquiries or otherwise, in securing the payment of obligations of this character that are incurred without the previous knowledge and consent of the commanding officers of the organizations to which the debtors belong.

Unsuitable or Undesirable Soldiers—1. The provisions of paragraph 148½, Army Regulations, published in C. A. R., No. 14, War Department, 1914, are intended to apply only to the following classes of enlisted men:

a. Those who, after a thorough trial extending (except in the case of recruits at recruit depots) over a considerable period, have clearly shown that they can not be trained and instructed to perform the duties of a private soldier in the arm to which they belong. Men who are only slow to learn or difficult to instruct but otherwise adapted for military service do not belong to this class.

b. Those who exhibit traits of character or are confirmed in habits which render their retention in the service objectionable because of the effect on morals or discipline. The provisions of the paragraph can not be invoked, however, to rid the service of soldiers who by the commission of specific overt acts have rendered themselves liable to trial by courts-martial or of those who have already been tried and adequately punished, except when it becomes evident that the soldier concerned can not be made amenable to discipline. No board should be ordered pursuant to this paragraph for a soldier awaiting trial or result of trial by general court-martial or for one serving sentence pursuant to such trial.

c. Those who, because of excesses or other misconduct, have become impaired in character or physically disqualified to such a degree as to justify their immediate separation from the service.

Procedure in Case of Enlisted Man Refusing to Submit to Surgical Operation—An enlisted man who refuses to submit to a surgical operation that the attending surgeon certifies is without risk to the life of the soldier and is necessary for the removal of a disability that prevents the full performance of any and all military duties that properly can be required of the soldier will, for such refusal, be brought to trial by general court-martial under charges preferred under the 62d Article of War; but if in any such case the attending surgeon is in doubt as to whether the proposed operation involves risk to life the soldier will not be brought to trial, but will be discharged on surgeon's certificate of disability.

CAMPAIGN BADGES

(a) Spanish campaign badge: For service on the high seas en route to, or ashore in—

Cuba, between May 11, 1898, and July 17, 1898.

Porto Rico, between July 24, 1898, and August 13, 1898.

Philippine Islands, between June 30, 1898, and August 16, 1898.

Service on a United States Army hospital ship en route to or in the immediate vicinity of Cuba, Porto Rico, or the Philippine Islands, between the dates specified, constitutes service for which the Spanish campaign badge may be issued.

(b) Philippine campaign badge: For service ashore in—

Philippine Islands, between February 4, 1899, and July 4, 1902.

Department of Mindanao, Philippine Islands, between February 4, 1899, and December 31, 1904.

In the following expeditions:

Against Pala and his followers, Jolo, Philippine Islands, April and May, 1905.

Against Datu Ali and his followers, Mindanao, Philippine Islands, October, 1905.

Against hostile Moros on Mount Bud-Dajo, Jolo, Philippine Islands, March, 1906.

(c) China campaign badge: For service ashore in China with the Peking Relief Expedition, between June 20, 1900, and May 27, 1901.

Lists, in duplicate, of officers and enlisted men entitled to campaign badges and who have not been listed for such badges will be forwarded, through military channels, to the Adjutant General of the Army. The lists will be made separately in the following form for each of the badges hereinbefore mentioned, officers to be named in order of rank, enlisted men to follow in alphabetical order:

*List of officers and enlisted men of.....entitled to
the.....campaign badge.*

Name	Present rank	When badge was earned		
		Rank	Organization	Served in ¹between what dates

¹ Cuba, Porto Rico, Philippine Islands, China, Indian campaign.

I certify that the above-named officers and enlisted men of this organization are entitled to the.....campaign badge for service as indicated.

.....
.....

Service Badges, Army of Cuban Occupation and Army of Cuban Pacification—1. By authority of the President, a service badge with ribbon will be issued to officers and enlisted men who were in the military service of the United States on June 28, 1915, or at any time thereafter, and who served as officers or enlisted men in Cuba with the Army of Cuban Occupation between July 18, 1898, and May 20, 1902. A service badge with ribbon will also be issued to officers and enlisted men who were in the military service of the United States on May 11, 1909, or at any time thereafter, and who served as officers or enlisted men in Cuba with the Army of Cuban Pacification between October 6, 1906, and April 1, 1909.

Issue of Badges and Ribbons—The badges and ribbons will be issued as a part of the Army uniform, gratuitously to enlisted men, and at cost price to officers, and will be worn as prescribed in the Uniform Regulations.

Statistical Data Reports of Organizations—1. Regimental commanders of Cavalry, Field Artillery, and Infantry, battalion commanders of Engineers, and coast defense commanders in case of Coast Artillery companies serving under them will submit, through the department commanders concerned, to the Adjutant General of the Army on June 30 of each year, for the fiscal year ending on that date, a tabulated report showing for each troop, battery, or company of their respective organizations and for each regimental headquarters the statistical data called for under the following headings:

- (a) Number of officers present.
- (b) Number of enlisted men.
- (c) Number of serviceable private mounts.
- (d) Number of serviceable public mounts.
- (e) Number of expert riflemen.
- (f) Number of sharpshooters.
- (g) Number of marksmen.
- (h) Number of reenlisted men.
- (i) Number of men in first year's service.
- (j) Number of convictions by summary court during year.
- (k) Number of convictions by special court during year.
- (l) Number of convictions by general court during year.
- (m) Number of desertions during year.
- (n) Number of men discharged under paragraph 148½, A. R.
- (o) Number of men dishonorably discharged.
- (p) Number of captains, first lieutenants, and second lieutenants, respectively, and of commanding officers of each troop, battery, or company during year, with date of assignment of each officer.
- (q) Number of battalion or squadron commanders during year, with date of assignment of each commander.
- (r) Value of property lost by desertion during year.
- (s) Value of ordnance property issued to replace unserviceable property during year.
- (t) Value of quartermaster property issued to replace unserviceable property during year.
- (u) Amount of troop, battery, or company fund on June 30.
- (v) Total disbursements from that fund during year.

In order to make this report the Regimental Commander will call upon Company Commanders for the data pertaining to their respective companies. You will do well to have this data kept up to date by the Company Clerk so that it will be available when required.

Mailing of Letters of Soldiers in the Field—Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions, or other places where the United States domestic mail service is in operation, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," and signed thereunder, either with facsimile hand stamp or in writing, with his official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the Navy and Marine service by any commissioned officer attached to the vessel, or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery.

Standard Size Packing Boxes for Company Property—Packing boxes, 38 by 19 by 15 inches, outside measurement, meet nearly all requirements for escort wagon, motor truck, pack animal, or water transport, and accordingly all Quartermaster supplies intended for field services will, when practicable, be packed in boxes of such dimensions, constructed of suitable light but durable material (ordinarily not exceeding one-half-inch sides and 1-inch ends) and bound around ends and center when necessary with suitable hoop iron or wire, weight not to exceed 150 pounds gross.

Sacking or baling will be substituted for boxes whenever practicable, and when necessary to use smaller boxes same should be exact subdivisions of corresponding dimensions of the standard box.

By reducing the number of articles, the standard size and gross weight limit of box adapts itself to most Quartermaster supplies.

Marking of Trunk Lockers to Facilitate Handling in Shipment.—In order to facilitate the handling of trunk lockers and to make identification easier when unloading from trains or transports, all trunk lockers issued by Cavalry, Field Artillery, and Infantry regiments, in addition to being marked as prescribed in paragraph 295, Army Regulations, will be marked with stripes, 4 inches wide, running lengthwise around the middle of each locker, as follows: Red for the first, white for the second, and blue for the third battalion or squadron of each regiment.

Preparation of Regimental and Company Property for Shipment.—In the preparation of regimental and company property for shipment, no explosive substance, oiled or greased cloths, matches, or other material liable to ignite by friction or by spontaneous combustion, will be packed in any chest, case, box, or other receptacle.

EQUIPMENT

Instructions Pertaining to Field Equipment—1. Field service is defined to be service in mobilization, concentration, instruction, or

maneuver camps, as well as service in campaign, in simulated campaign, or on the march.

The complete equipment for field service (equipment "C") consists of engineer, ordnance, signal, medical, and quartermaster property, and is divided into two classes, "A" and "B."

Equipment "A" is the equipment prescribed for use in campaign, in simulated campaign, or on the march. It is limited to the animals and vehicles prescribed in the Tables of Organization, the equipment and clothing worn on the person, and the articles carried on mount, and transported in field, combat, and divisional trains.

Equipment "B" is the equipment which, in addition to equipment "A," is prescribed for the use of troops in mobilization, concentration, instruction, or maneuver camps, and during such pauses in operations against an enemy as permit the better care of troops.

Equipment "C" is the sum of equipments "A" and "B," and therefore includes every article prescribed for field service as hereinbefore defined.

When troops are ordered on field service, instructions will state the letter designation of the equipment to be taken. The instructions will also specify whether mosquito bars and head nets are to form a part of the equipment, and what winter articles, if any, are to be included. The same rule will apply in the issuance of subsequent orders when necessary. Articles distinctively for winter use can be transported as baggage on the march only when transportation in addition to that prescribed in equipment "A" is provided for that purpose. In addition to the allowances prescribed as the field equipments, service coats, cravats, fatigue clothing, and other articles of uniform, extra bedding, and toilet articles may be taken by officers and enlisted men with equipment "B," when authorized in orders directing the movement of troops.

2. The articles of engineer, ordnance, and signal property listed in the several Unit Accountability Equipment Manuals belong to equipment "A." The articles of medical property belonging to equipment "A" are shown in the Manual for the Medical Department. The articles of quartermaster property belonging to equipments "A," "B," and "C," respectively, are shown in Equipment Tables, Quartermaster Supplies, 1915, published in G. O. 39, 1915, A. G. O. (Par. I, G. O. 85, 1914—2227724, A. G. O.)

Clothing Component of the Field Kit and the Surplus Kit.—

1. The field kit, clothing component, for all arms and branches of the service, mounted and dismounted, in addition to the clothing worn on the person, is composed of the following articles: One blanket; 1 comb; 1 drawers, pair; 1 poncho (dismounted men); 1 slicker (mounted men)¹; 1 soap, cake; 2 stockings, pairs; 1 toothbrush; 1 towel; 1 undershirt; 1 housewife (for 1 man of each squad). The foregoing field kit, which is carried on the person by dismounted men and on the packed saddle by mounted men, is supplemented by the

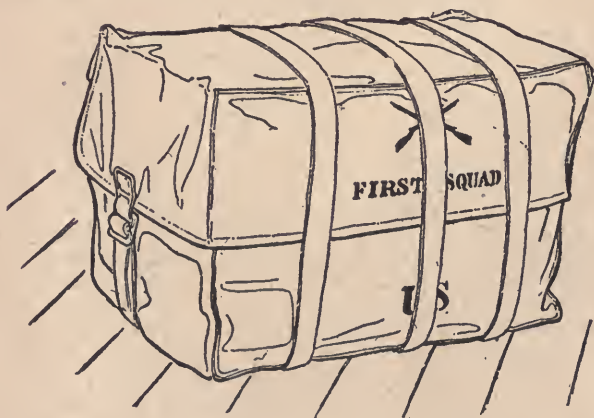
¹For all enlisted men of the Quartermaster Corps, both mounted and dismounted; also for enlisted men of the Hospital Corps detailed as ambulance drivers and ambulance orderlies.

surplus kit, the two together making up the clothing component of the service kit.

2. The surplus kit consists of 1 breeches, pair; 1 drawers, pair; 1 shirt, olive drab; 1 shoes, russet leather, pair; 2 stockings, pairs; 1 shoe laces, extra pair; 1 undershirt. The surplus kit pertains to equipment "B" (Par. I, G. O. 85, W. D. 1914, par. 319, this compilation) as part of the permanent camp equipment, to be forwarded to troops when serving in instruction, maneuver, mobilization, or concentration camps, or when in active service a temporary suspension of operations permits the troops to refit. In peace-time maneuvers and marches the surplus kit may accompany the troops, if so directed in the orders prescribing the movement. The vehicles and animals of the combat train and those representing the divisional supply train will be utilized to transport them.

3. The sweater will form part of equipment "A" (Par. I, G. O. 85, W. D. 1914, par. 319, this compilation), pertaining to field service, and when climatic conditions require its use will be carried by the soldier on his person. When sweaters are not prescribed to be worn on the person, they will be collected into bundles of convenient size and secured by burlap or other suitable material or will be boxed. They will be marked ready for shipment to be forwarded when required. In peace-time maneuvers and marches the sweater, even though not prescribed to be carried by the soldier on the march, may accompany the troops, if so directed in the orders prescribing the movements. The vehicles and animals of the combat train and those representing the divisional supply train will be utilized to transport them.

The same rule will apply in regard to overcoats.



4. Surplus kit bags will be issued to each organization at the rate of one to each squad, one for the sergeants and one for the cooks and musicians (or trumpeters), and one for every eight men of detachments.

Each bag will be marked with the letter of the company and the number of the regiment, as provided in paragraph 295, Army Regulations, for haversacks, and the proper designation of the squads to which the bags belong, both markings to be in center of front cover flap.

5. The kit bag for the sergeants and that for the cooks and musicians (or trumpeters) will be marked "Sergeants," "Cooks and musicians" (or Trumpeters), respectively. Similarly, the kit bags for detachments will be appropriately marked.

The kit of each man will be packed as follows:

Stockings to be rolled tightly, one pair in the toe of each shoe; shoes placed together, heels at opposite ends, soles outward, wrapped tightly in underwear, and bundle securely tied around the middle by the extra pair of the shoe laces, each bundle to be tagged with the company number of the owner. These individual kits will be packed in the surplus kit bag in two layers of four kits each, the breeches and olive-drab shirts to be neatly folded and packed on the top and sides of the layers, the jointed cleaning rod and case, provided for each squad, being attached by the thongs on the inside of the bag.

6. (a) In garrison, the surplus kit articles are not required to be kept habitually packed and stored, or kept apart from the rest of a soldier's belongings. The soldier should have the clothing component of the service kit. Surplus kits are packed only when commanders require it to be done.

(b) Organization commanders will keep on hand a sufficient supply surplus kit bags, marked as prescribed above, but unpacked.

CHAPTER II.

THE SERVICE RECORD

Reference A. R. 104

When a soldier enters the service a Service Record (A. G. O. Form No. 29) is started for him. On this form a complete record of his service and his accounts with the Government are kept. Entries are made from time to time so as to keep the record up to date. The Service Record accompanies the soldier wherever he goes, and when he is finally separated from the service, the Service Record is filed as a part of the records of the organization to which he last belonged. The instructions on the first and second pages of the form give complete information on the preparation and keeping of the record.

*Regular Army.

*Volunteer Army.

*Regular Army Reserve.

*Enlisted Reserve Corps.

*National Guard, State of

SERVICE RECORD

OF

MORTON,

CHARLES J.

(Surname.)

(Christian name.)

Company "A", 40th Infantry

(Company and regiment or arm or corps or department for which enlisted.)

* Strike out words not applicable.

INSTRUCTIONS.

1. *Opening of record.*—When a soldier is enlisted or reenlisted a service record on this form will be opened for him by the recruiting officer, who will fill out the Descriptive List, page 2, the Prior Service, and the first part of Current Enlistment, page 3. Other data called for by the printed headings or by these instructions will be supplied from time to time as occasion arises by the soldier's company or detachment commander, care being taken to make the record complete and to keep it up to date at all times.

2. *Forwarding to first station.*—When a soldier is sent from the recruit depot to a post, camp, or regiment, for assignment, the adjutant, or other designated officer, at the depot will fill out the first indorsement and turn the service record over to the officer or noncommissioned officer in command of detachment of departing recruits; or, if no officer or noncommissioned officer be placed in command, the service record will be forwarded by mail to the proper commanding officer.

3. *Transmission to company.*—Upon assignment of a soldier to a company, the post, camp, or regimental commander will transmit the service record to the commanding officer of the company to which he is assigned, detaching the report of assignment and forwarding same to The Adjutant General of the Army.

4. *Soldiers transferred or detached.*—When a soldier is transferred or detached from his company, the company commander will fill out the second indorsement and transmit the service record to the soldier's new commanding officer in the manner prescribed in paragraph 2, above, in the case of soldiers leaving recruit depots. Subsequent indorsements will be filled out as the soldier's change of station or status requires, the original service record thus following the soldier wherever he goes. Each commanding officer forwarding the service record will retain an official copy of his indorsement, to which will be added the name of the soldier for purposes of identification.

5. *Data to be included in indorsements.*—Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time. Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of allotment, post exchange, post laundry, tailor, company fund, or transportation; and stoppages, including detained pay, under sentence of a court-martial and on account of absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor, or other misconduct. In short, all information required to be entered on muster roll and pay roll will be incorporated in the indorsement on the service record, the wording of the indorsement conforming to model remarks for such rolls prescribed by the War Department.

6. *Soldiers furloughed to reserve.*—When a soldier is furloughed to the reserve, his service record will be forwarded by indorsement to the officer charged with keeping his records as a reservist. If the soldier is detached from his company at the time he is furloughed to the reserve, a copy of the indorsement forwarding the service record will be furnished his former company commander without delay.

7. *Soldiers discharged, etc.*—When a soldier is discharged or otherwise separated from the service without being furloughed to the reserve, his service record will be closed and filed with records of his company. If he is absent from his company at the time, the officer under whom he is serving will promptly transmit the service record to the company commander for file. The service record of a soldier discharged or otherwise separated from the service while in the reserve, will be closed and filed by the officer charged with keeping the reservist's record.

8. *Record of court-martial.*—When the service record of a soldier shows a sentence by court-martial, it will be accompanied by an authenticated copy of the record of summary court-martial, or by an official copy of the order promulgating sentence in case of conviction by a general or special court-martial.

9. *Procedure in case of lost record.*—In the event that a service record is lost a report of the fact will be made to The Adjutant General of the Army, who will start a new service record, transmitting same to the recruit depot or station at which the soldier was enlisted. The new record will then be forwarded in turn to the commanding officers of the companies in which the soldier has served during current enlistment, each commanding officer repeating the indorsement required by paragraph 4, and making appropriate entries in the body of the record. Pending receipt of the new service record the soldier's pay and duty status will be determined from the data shown on the last pay roll on which his name appears, and from other records of the company or detachment with which he last served.

(2)

10. *Changes in entries.*—Erasures of entries on a service record are prohibited. All changes in original entries must be made by drawing lines through the entries and each change will be duly authenticated by the signature of the officer making it, the reason for the change being stated.

11. *Additional space for entries.*—In case the space under any heading, except "Deposits" in the body of the record proves insufficient, the entry will be continued under "Remarks," page 5. If the space under "Remarks" or "Deposits" is insufficient, additional sheets will be securely pasted at the bottom of the page, as indicated by footnote. If the space for showing change of station or status in an indorsement is insufficient, the entry will be continued under "Due United States." One indorsement may, if necessary, occupy the space allotted to two. If there be more than 12 indorsements, an additional sheet will be securely pasted at the bottom of the last page of the form, as indicated by footnote. Under no circumstances will sheets or slips of paper be pasted or attached to a service record except as provided above.

12. *Initiating of entries.*—Each entry under "Military Record," pages 4 and 5, "Clothing Account," pages 6 and 7, and "Allotments," page 7, will be initiated by the recruiting officer or company commander, as the case may be. Where there are no data of record relating to a printed heading, the space under that heading will be left blank, except that in case of transfer to another organization or furlough to the reserve the company commander will insert his initials in such blank spaces to show that he has not overlooked the entries. Negative entries, such as "None," "Nothing," etc., will not be made in any part of the form except as required for street and house number and indorsements.

DESCRIPTIVE LIST.

Residence: 1182 - 4th Avenue
(Street and house number; if none, so state.)

Huntington, West Virginia
(Town or city.) (State.)

Name and address of person to be notified in case of emergency:

William F. Morton, Father
(Name and degree of relationship; if friend, so state.)

1182 - 4th Avenue
(Street and house number; if none, so state.)

Huntington, West Virginia
(Town or city.) (State.)

Born in Ashland, Kentucky
(Town or city.) (State or country.)

Age at enlistment, 26 yrs. and 4 mos.; occupation, Clerk

Eyes, Blue No 2; hair, Brown

Complexion, Ruddy; height, 5 feet 9 inches;

Married or single: Single

Indelible or permanent marks and physical defects at enlistment:

Tattoo: Anchor, left fore arm

Size of uniform shoe: 7 1/2 E

Vaccinated: July 7, 1917; result, Successful

Vaccinated: _____, 1917; result, *

Typhoid immunization completed: July 28th, 1917

Paratyphoid immunization completed: July 29th, 1917

* Successful or unsuccessful.

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This Descriptive List is filled out by the Recruiting Officer when the soldier is enlisted in the service

When the soldier joins his regiment the Report of Assignment is made out and detached from the Service Record. It is forwarded direct to Adjutant General of the Army. The Service Record is then transmitted to the Commanding Officer of the Company to which the soldier has been regularly assigned.

Report of assignment mailed July 10 1917

REPORT OF ASSIGNMENT.

Morton, Charles J.
(Surname.) (Christian name.)

who was accepted for enlistment

at Huntington, W. Va.

and enlisted July 7, 1917.

at Columbus Barracks, Ohio

has this date been assigned to Company "A"

40th Infantry.

Henry Miners
Colonel 40th Inf'ty.

Station: Platt-Barracks, N. Y.

Date: July 10th 1917

TO THE ADJUTANT GENERAL OF THE ARMY,
Washington, D. C.

INSTRUCTIONS.

1. When completed, this card will be detached from the service record and forwarded directly to The Adjutant General of the Army.

2. Men failing to report at a post for assignment within ten days after the receipt thereof of their service records, and whose absence has not been accounted for, will be assigned to an organization serving at the post and reported on the records of said organization as "Never joined, deserted en route from ——" as of the date they were forwarded therefrom.

3. This report of assignment is not required for the National Guard except in the case of enlistments or reenlistments for organizations in the Federal service.

PRIOR SERVICE.

REGULAR ARMY.*

21st Inf from May 10, 1910, to May 9, 1913.
 (Company and regiment or corps or department.)

Discharged as Sergeant; character, Excellent.
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

from _____, 191 , to _____, 191 .
 (Company and regiment or corps or department.)

Discharged as _____; character, _____
 (Grade.)

*Insert headings below last discharge from the Regular Army to show service in Volunteer Army, Navy, Marine Corps, and National Guard or Organized Militia, in the order named.

CURRENT ENLISTMENT.

Serving in 1st enlistment period.

Accepted for enlistment at Huntington, W. Va.

Enlisted July 7, 1917, at Columbus Barracks, D.

by Captain Wood, M. C.

Assigned to Co. "A" 40th Inf.
 (Company and regiment or corps or department.)

at Platt Barracks, N.Y., July 10, 1917.
 (Station.)

Transferred to O. M. Corps, Sept 20, 1917.
 (Company and regiment or corps or department.)

Transferred to _____, 191 .
 (Company and regiment or corps or department.)

Furloughed to reserve at _____

_____, 191 . Character: Excellent

†Honorably discharged; †discharged and not recommended for reenlistment; †dishonorably discharged at _____

_____, 191 . Character: _____

†Strike out words not applicable.

Filled in by the Recruiting Officer at time of enlistment.

Filled in by the Recruiting Officer at time of enlistment.

(4)

MILITARY RECORD.

Each entry on this page will be initialed. (See Instruction 12.)

As events in the service of the soldier occur, they are entered and initialed by the Company Commander on this page of the Service Record.

Erasures on the Service Record are not permitted. Where a change is necessary a line is drawn through the original entry and the new entry made and signed by the officer making it. The reason for the change will be stated.

Grade: *Pvt. 1st Cl. O. S.*, *Aug 28*, 1917.

Grade: _____, 191 .

Grade: _____, 191 .

Grade: _____, 191 .

Grade: _____, 191 .

Marksmanship, gunner, qualification or rating: *

*Unqualified.*Battles, etc.: *None*Wounds or other injuries received in action: *None*

Medal of honor (action, with date thereof, for which granted):

*None*Certificate of merit (nature of service, with date thereof, for which granted): *None*Furloughs: *Aug. 12 to 17-1917*

Time lost to be made good under A. W. 107:

(a) Absence without proper authority or in desertion.

(b) Confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

Each entry on this page will be initialed. (See Instruction 12.)

Convictions by court-martial:

(See Instruction 8.)

- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----
- *-----court-martial; approved-----191 , Articles of War----

* Insert word "General," "Special," or "Summary," as the case may be.

Pay detained by court-martial collected on pay roll as follows:

Month.	Amount.		Month.	Amount.	
	Dols.	Cts.		Dols.	Cts.
-----, 191			-----, 191		
-----, 191			-----, 191		
-----, 191			-----, 191		
-----, 191			-----, 191		
-----, 191			-----, 191		
-----, 191			-----, 191		
-----, 191			-----, 191		

REMARKS (See Instruction 11):

Additional sheets for "Remarks," if required, will be attached here.

(See Instruction 11.)

When the soldier is tried by Court-Martial a record of the trial is entered here and initialed by the Company Commander. The completed charge sheet or order promulgating the sentence is filed with the Service Record.

(6)

CLOTHING ACCOUNT.

Each entry on this page will be initialed. (See Instruction 12.)

CLOTHING DRAWN.

[illegible]

The clothing account of the soldier is kept on this page of the Service Record. The amounts entered hereon must in every case agree with those entered on the "Statement of Clothing Charged to Enlisted Men." See Clothing. Reference A. R. 1157.

Company Administration

Each entry on this page will be initialed. (See Instructions 12.)

GRATUITOUS ISSUES OF CLOTHING.

[illegible]

Whenever gratuitous issues of clothing are made to enlisted men they are entered here. Reference A. R. 1167, 1168, 1168½, 1172, 1173 and 1455.

CLOTHING SETTLEMENTS.

(To be made semiannually and when soldier is separated from the active service.)

[illegible]

The Soldier's Clothing Account is settled on June 30 and Dec. 31 of each year, and when he is separated from the service. See Clothing Settlements. Reference A. R. 1160 to 1166.

ALLOTMENTS.

\$ 12⁰⁰ per month for 12 months beginning with the month of _____
August 1917; discontinued _____ 191 : _____
 \$ _____ per month for _____ months beginning with the month of _____
 _____ 191 : discontinued _____ 191 : _____
 \$ _____ per month for _____ months beginning with the month of _____
 _____ 191 : discontinued _____ 191 : _____

Allotments must be entered here. See Allotments. Reference A. R. 1347 to 1360.

Company Administration

1st IND.

Columbus Barracks, Ohio.
July 7, 191*7*
 To *C.O. 40th Infantry.*
 This soldier* *Special Assignment to 40th Infantry, 4th Ind. A.G.O. July 2-1917.*
 He was last paid to include *Pay due from ent.*, 191*7*
 By _____
 (Rank and name of quartermaster.)
 Due United States (See Instruction 5); if nothing, so state:
Nothing.

This indorsement is filled out by the Adjutant at the Recruit Depot where the soldier is sent to join his first organization.

This soldier† *has not* an allotment running.
 (Has or has not.)
 His character is† *Good.*
 I have personally verified all entries under "Due United States."
Everett G. Hall
Colonel, Infantry. Commanding.

2d IND.

Platt-Barracks, N.Y.
Sept 20, 191*7*
 To *C.O. Det. Q.M.C. Platt Barracks.*
 This soldier* *transferred to Q.M.C. Bt. 16, S.D. 218, H.E.D. Sept. 14-1917*
 He was last paid to include *Aug. 31*, 191*7*
 By *Capt. W. R. Cole, Q.M. Corps.*
 (Rank and name of quartermaster.)
 Due United States (See Instruction 5); if nothing, so state:
Nothing.

When the soldier is separated from his organization by transfer or otherwise, his Service Record up to the date of such separation is transmitted to his new Commanding Officer. The Service Record will not be entrusted to the soldier himself, but will be forwarded by mail. If the soldier is a member of a detachment that is going under charge of an officer or non-commissioned officer, the Service Records of all the men will be turned over to such officer or non-commissioned officer for delivery. An official copy of this indorsement with the soldier's name written on it is retained with the Company Records.

This soldier† *has* an allotment running.
 (Has or has not.)
 His character is† *Excellent.*
 I have personally verified all entries under "Due United States."
Wm L. Hillard
Captain 40th Infy. Commanding.

* Give change of station or status of soldier, with number, date, and source of order.
 † To be filled out in handwriting of officer signing indorsement.

CHAPTER III.

THE SICK REPORT

When a soldier requires medical attention his name is entered on the Company Sick Report and he is sent to the hospital.

Sick call is sounded daily at such time as may be prescribed by the Commanding Officer.

All the men whose names are on the sick report are assembled at the orderly room and those able to do so are marched to the hospital by the non-commissioned officer in charge of quarters, where they are reported to the Surgeon.

A man requiring the services of a doctor may be sent to the hospital at any time. The Sick Report Book properly made out should accompany him.

Instructions for Making Out Sick Report—The report will be signed by a commissioned officer of the Company and by the medical officer on the line immediately following the last entry for the occasion, each officer using only one line for his signature and title, and signing under the items of his report. The first entry for each succeeding occasion will be made on the line immediately following the signatures of the officers.

The report of the Company Officer will, if practicable, be completed before the report is sent to the medical officer.

If the Company Officer cannot state whether the alleged sickness or injury originated in the line of duty, he will write an interrogation mark (?) in the column provided for such expression of opinion.

In order that the report may be clear, erasures are prohibited. A line drawn across an erroneous entry will sufficiently indicate its obliteration. All obliterations and corrections must be authenticated by a certificate of the officer making them, written on the margin of the page.

The report will be carefully preserved with the records of the Company as prescribed in Army Regulations or orders of the War Department.

Line of Duty—Every disease or injury suffered by an officer or soldier while in the military service of the United States should be reported as originating in the line of duty, unless the reporting officer knows personally or by credible information: First, that the disease or injury existed before the man entered the service; second, that it was incurred while the man was absent on furlough or without permission; or, third, that it resulted from wilful neglect or immoral conduct of the man himself.

Veneral Diseases, Prevention and Detection Among Enlisted Men—1. It is enjoined upon all officers serving with troops to do their utmost to encourage healthful exercises and physical recreation and to supply opportunities for cleanly social and interesting mental occupations for the men under their command; to take advantage of favorable opportunities to point out, particularly to the younger men, the inevitable misery and disaster which follow upon intemperance and moral un-

cleanliness, and that venereal disease, which is almost sure to follow licentious living, is never a trivial affair. Although the chief obligation and responsibility for the instruction of soldiers in these matters rests upon Company Officers, the Medical Officers should co-operate by occasional lectures or other instruction upon the subject of sexual physiology and hygiene and the dangers of venereal infection.

2. Commanding Officers will require that men who expose themselves to the danger of contracting venereal disease shall at once upon their return to camp or garrison report to the hospital or dispensary for the application of such cleansing and prophylaxis as may be prescribed by the Surgeon General. Any soldier who fails to comply with such instructions shall be brought to trial by court-martial for neglect of duty.

3. Commanding Officers will require a Medical Officer, accompanied by the Company or Detachment Commander, to make a thorough physical inspection twice in each month of all the enlisted men (except married men of good character) of each organization belonging to or attached to the command. These inspections will be made at times not known beforehand to the men and preferably immediately after a formation. The dates on which the physical inspections of the various organizations are made will be noted on the monthly sanitary reports.

At these inspections a careful examination of the feet and footwear and of the condition of personal cleanliness of the men will be made, as well as careful observation for the detection of venereal diseases.

Cases of the latter will be promptly subjected to treatment, but not necessarily excused from duty unless, in the opinion of the Surgeon, deemed desirable. They will be made of record in the medical reports in any case. A list of those diseased but doing duty will be kept both by the Company or Detachment Commander and the Surgeon, and the infected men will be required to report to a medical officer for systematic treatment until cured. While in the infectious stages the men should be confined strictly to the limits of the post. When a venereal case, whether or not on sick report, is transferred to another command, the surgeon will send a transfer slip giving a brief history of the case.

The Sick Report

COMPANY OFFICER'S REPORT.					MEDICAL OFFICER'S REPORT.		
DATE.	SURNAME.	CHRISTIAN NAME.	RANK.	WHEN TAKEN SICK.	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
June 8 1917	Hance, Thomas J.		Sergt.	May 19.	Yes.	Yes.	Hosp.
	Leonard, John	Wm. A. Willard	Privt.	June 8 No. 60 45 Capt. 40 to July	No	No	Hosp. Robert Turner, Capt. M.C.
June 9	Hance, Thomas J.		Sergt.	May 19	Yes	Yes	Duty
	Leonard, John		Privt.	June 8 No 60 45	No	No	Hosp.
	Smith, Edward L.	Wm. A. Willard	Corpl.	June 9 Capt. 40 to July	Yes	Yes	Qrs. Robert Turner, Capt. M.C.
June 10	Leonard, John		Privt.	May 19 No 60 45	No	No	Hosp.
	Smith, Edward L.	J. J. Scott, Ed. 40 to July	Corpl.	June 9	Yes	Yes	Duty Robert Turner, Capt. M.C.

CHAPTER IV.

THE MORNING REPORT.

The Morning Report is the "daily return" of the Company. It shows, at the time it is submitted, the exact status of the Company with respect to the number of officers and enlisted men in the various grades for duty: The number on extra and special duty, sick, in arrest or confinement and absent from the Command.

NOTE: The difference between Extra Duty and Special Duty is this: When a soldier is detailed to perform specific services which removes him temporarily from the ordinary duty roster of the organization to which he belongs he will be reported on "Extra Duty," if he receives extra compensation for such service. If he receives no extra compensation he is reported on "Special Duty" (See A. R. 169).

Making Out the Morning Report—Collect all the data that affects the status of any officer or enlisted man of the Company since the rendition of the last morning report.

Reference to "Remarks" blank form for morning report. Notation is made as indicated therein for 7th July. For example, let us say that Private Shaw has been reported sick and admitted to the Hospital by the Surgeon. Sergeant Hall has been detailed on Special Duty at Division Headquarters. Corporal Wilson has been detailed on Special Duty as Company Clerk. Private James is absent without leave. To check the remarks:

1 Pvt. Duty to Sick.
1 Sgt. Duty to Special Duty.
1 Cpl. Duty to Special Duty.
1 Pvt. Duty to Absent Without Leave.

By the plus and minus signs we have:

Duty.	Special Duty.	Absent.	Sick.
-1 Pvt.	+1 Sgt.	+1 Pvt.	+1 Pvt.
-1 Sgt.	+1 Cpl.		
-1 Cpl.			
-1 Pvt.			
<hr/>			
-1 Sgt.	+1 Sgt.	+1 Pvt.	+1 Pvt.
-1 Cpl.	+1 Cpl.		
-2 Pvts.			

The plus and minus signs balance (4 each) and are therefore correct. Turning now to the figures on the left hand page of the morning report we enter opposite the date 7th July:

1. Sergeants -1; Enter 7.
2. Corporals -1; Enter 15.
3. Privates -2; Enter 108.
4. Special
Duty. +2; Enter 3.
5. Sick +1; Enter 3.
6. Absent +1; Enter 5.

There being no other changes the other spaces are filled in with the same figures as the day previous.

The column Present and Absent must total the entire strength of the Company. Every change in the figures for the previous day must be explained by a remark showing the reason for such change.

Take the remarks for the remaining days as indicated, and, for practice, work them out by the plus and minus signs and compare with the figures in the body of the report.

Rations—You will note two sets of ruled columns on the extreme left hand side of the page for remarks. These are to be used for keeping an account of the number of rations to be added or deducted on the next ration return submitted by the Company.

For example, Private Shaw goes sick in Hospital on the morning of the 7th July. Rations were drawn for him from July 1 to 10. He has consumed 6 of these (from the 1 to 6), therefore 4 rations are to be deducted for him on the next return. Private Shaw returns to duty on the 9th, 2 rations for the 9th and 10th are added for him. Take the remarks as indicated and study out the system in connection with the entries made in the plus and minus column and you will readily see how it works out.

When the next ration return is to be made out all you have to do is add up the two columns, enter the total on the return in the space provided for additions and deductions and the difference between these gives the net corrections.

The Morning Report

Day of month.	STATION.	C.O.—Commissioned Officers. S. M.—Enlisted Men.	PRESENT.														ANIMALS ON HAND.					SIGNATURE OF COM- MANDING OFFICER.				
			FOR DUTY.														HORSES, PUBLIC.									
			Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Sizable Ser- geants.*	Corporals and Lan- corps.	Cook.	Mechanics.*	Musicians and Transp- ort.	Privates.*	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	HORSES, PRIVATE.					
																					Servicable.		Unservicable.	Servicable.	Unservicable.	Servicable.
6	Platt. Bks.	C.O.	1	1	1														3	Servicable.	Unservicable.	Servicable.	Unservicable.		Wm. L. Hillard	
		S. M.				1	2	8	16	2	2	2	110			1	2		4	150	153					
7	Platt. Bks.	C.O.	1	1	1														3	Servicable.	Unservicable.	Servicable.	Unservicable.		Wm. L. Hillard	
		S. M.				1	2	7	15	2	2	2	108			3	3		5	150	153					
8	Platt. Bks.	C.O.	1	1	1														3	Servicable.	Unservicable.	Servicable.	Unservicable.		Wm. L. Hillard	
		S. M.				1	2	7	15	2	2	2	109			2	2	1	5	150	153					
9	Platt. Bks.	C.O.	1	1	1														3	Servicable.	Unservicable.	Servicable.	Unservicable.		Wm. L. Hillard	
		S. M.				1	2	6	16	1	2	2	109			2	2	1	6	150	153					
10	Platt. Bks.	C.O.	1	1	1														3	Servicable.	Unservicable.	Servicable.	Unservicable.		Wm. L. Hillard	
		S. M.				1	2	6	16	1	2	2	111			1	2		6	150	153					

(8)

1449

Day of month.	REMARKS.	RATIONS.					
		For Men.		For Animals.			
		Flgs.	Minus.	Flgs.	Minus.		
		Ford.		80	40		
6	No change						
7	Prvt. Shaw from duty to Sick in Hospital. Sergt. Hall from duty to S.D. Div. Hqrs. Corpl. Wilson duty to S.D. Co. Clerk. Prvt. James duty to A.W. O.L.			4			
				4			
	Prvt. James A.W.O.L. to Conf. Corpl. White Sk. in Qrs. to duty. Corpl. Jones duty to furlough. Prvt. Hanson S.D. to duty.			3			
8				3			
9	Prvt. Shaw Sk. in Hosp. to duty. Sergt. Clark duty to D.S. recruiting. Prvt. Holden duty as Lance Corporal. Cook Hughes duty to Sk. in Qrs.			2			
				2			
10	Prvt. James Conf. to duty. Prvt. Crane furlough to duty. Corpl. Shane S.D. to A.W.O.L.			1			
				1			
		86	58	3-1449			

CHAPTER V.

THE DUTY ROSTER.

Reference A. R. 355 to 364.

Form (A. G. O. 342).

INSTRUCTIONS.

(For Keeping the Duty Roster.)

General.

1. The duty roster for troops, batteries, companies, and detachments shows the names of all enlisted men of the organization, and consists of two parts:

The roster for guard duty;

The roster for other duties.

The man longest off duty (as indicated by roster numerals in the former case, and by the "date when last performed" in the latter) is the first for detail for such duty.

Guard Roster.

2. Each man is each day credited with the number of days that he has remained present and available for duty since the beginning of his last tour.

3. When nonavailable on account of absence without leave, in arrest, in confinement, or on pass, men will be credited the same as they would have been had they remained present and available for duty, the numerals being inserted in the same square just above the letters indicating their proper status. Men returning to duty from sick, from furlough, detached service, extra duty, or special duty all start in where they left off. Departures from this instruction may be authorized by the Commanding Officer when a strict application would allow an improper advantage or work hardship.

4. The abbreviations should be strictly adhered to.

5. If available, but not required for guard duty, in the proper place opposite the soldier's name will be placed the numeral showing the number of days since he performed guard duty. The performance of a tour of main guard duty is indicated thus: █ Any special guard duty, such as stable guard, may be similarly indicated, with the addition of the initial letter in the open half space, thus █

6. The detail for supernumerary should, as a rule, fall on the man next for detail. This, however, may be varied so as to "even up" the detail.

Roster for Other Duties.

7. At the beginning of the month insert in the proper column, opposite each man's name, the date when he last performed the duty specified, using the abbreviated name of the month and the numeral.

8. When a detail for any one of these duties has been determined upon (in accordance with the general instructions) draw a line through this date and insert in the same space the numeral indicating the day of the month. If detailed again for this duty during the month, draw a line through this last date and again insert in the same space the new numeral, and so on. (See model roster.)

Copies of this Blank Form are for sale by Geo. U. Harvey Publishing Co., Inc., 109 Lafayette Street, New York. \$2.00 for 300.

Name of Organization

191

DETAILS FOR TO-MORROW

GUARD

Sergeants: _____

Corporals: _____

Musicians: _____

Privates: _____

Supernumerary: _____

KITCHEN POLICE

ROOM ORDERLIES

N. C. O. CHARGE QUARTERS

First Sergeant, Co.

CHAPTER VI.

THE MESS.

A ration is the allowance for the subsistence for one man for one day.

Reference A. R. 1202 to 1222.

When troops are in mobilization or concentration camps issues of rations in kind are made in accordance with the ration tables under A. R. 1205.

Requisition for rations is made on the "Ration Return" (Q. M. C. Form No. 223), which shows the period for which rations are to be drawn (Number of days), the number of persons present, the number of deductions and additions and the total number of rations required.

The data for all of this is obtained from the Company "Morning Report" (See "Morning Reports.")

1. Add together all the men shown under the heading "Present" on the morning report and deduct from this number those who do not take their meals with the company. This gives the data for the space "persons present."

2. Add up the "Plus" column to the right of "Remarks"; this gives the data for additions.

3. Add up the "Minus" column; this gives the data for the deductions.

4. The difference between the "Plus" and "Minus" columns gives the "Net Corrections," which is entered just under the item "No. of Rations." The former is subtracted from the latter and a total number of rations covered by the return is arrived at.

The return is signed by the Company Commander and sent to Headquarters with the Morning Report. It is approved and the issue ordered by the Commanding Officer, who affixes his signature, and it is sent to the Quartermaster, who issues the rations.

Fresh bread, meat and other perishable articles of the ration are issued from time to time as they are required. The staple articles are usually issued at the beginning of the ration period. The allowance of soap, candles, matches, toilet paper and ice is given in A. R. 1215.

Organization of the Mess.

Reference: A. R. 283 and 296-302.

There is probably no phase of company administration that will pay such large dividends in contentment, happiness and esprit de corps, as a good company mess. The Company Commander who has a poor mess will have a poor Company. The personnel of the culinary department of the Company consists of the Mess Sergeant, who is detailed from the sergeants of the Company; two cooks, appointed by the Company Commander; the necessary number of kitchen police, detailed daily by roster from the privates of the Company; a dining room orderly, who is, as a rule, detailed by the month; and a private detailed in the kitchen to learn cooking.

The Mess Sergeant is in charge of the Company mess under the supervision of the Company Commander. He makes the purchases of supplies and provides the cooks with the materials necessary for the

bill of fare for each meal. He sees that the personnel connected with the mess perform their duties properly and that the food, in sufficient quantity and excellent quality, is properly prepared and promptly served at the hour designated.

The company cooks are selected for their special qualifications. They receive the same pay as the sergeants and in many cases receive special training for the work in one of the several schools for army cooks maintained by the War Department.

The kitchen police are charged with the scullery work of the kitchen. They prepare the vegetables, wash and dry the dishes, scrub the kitchen utensils and, when mess is served, act as waiters in the dining room.

The dining room orderly is charged, under the direction of the Mess Sergeant, with the care of the tableware and table equipment of the mess. He keeps an accurate account of all articles and, when any are broken, makes report of same in order that it may be charged against the person at fault. He sees that the tables are set and that the mess stools are in place at the proper time. He assists in waiting on the table during mess hours and helps to wash and dry the dishes.

The private detailed in the kitchen to learn cooking is one of the necessary utilities of the Company. The Company Commander never knows when he is going to lose a cook from one cause or another, and it is absolutely necessary to have available a man who can be put into the kitchen and who is capable of doing the work in a satisfactory manner should one of the cooks be absent. There is only one way to have such a man available, and that is to instruct him beforehand. The far-sighted Company Commander always has several men in the company who have received training in the kitchen.

There are several methods of making the bill of fare in the service. Some Company Commanders have the Mess Sergeant make up the bill of fare from day to day, and submit that for the succeeding day, at the morning inspection. The writer has used the following method with success over a period of a number of years: Make up a bill of fare providing for each meal from Monday morning at breakfast until Sunday night at supper. Repeat this bill of fare each week. Change the items from time to time, according to the season and locality, providing such articles of food as the market affords. This method has been carefully worked out and given a thorough trial under varying conditions of the service and has proved eminently successful. Give it a fair trial.

The personal mess equipment of the soldier in the field consists of:

- 1 Bacon can.
- 1 Condiment can.
- 1 Meat can.
- 1 Cup.
- 1 Knife.
- 1 Fork.
- 1 Spoon.

Copies of this Blank Form are for sale by Geo. U. Harvey Publishing Co., Inc., 109 Lafayette Street, New York. \$2.00 for 300.

Name of Organization

BILL OF FARE

191

Breakfast

Dinner

Supper

Mess Sergeant
Company

Approved

Captain

Mess Property

CERTIFICATE OF BREAKAGECHINA AND GLASSWARE

Company "A" 40th. Infantry.

Organisation.

I certify that the following items of China and Glassware, Q. M. Supplies for which I am responsible, have been broken, not due to carelessness, in said organisation during the quarter ending

June 30, 1917, 19

NO.	ARTICLES	PRICE EACH	VALUE
2	Boats, Gravy.	.27	54
5	Bowls.	.13	65
	Bowls, Sugar.		
1	Boxes, Pepper.	.05	05
	Cruets, Vinegar.		
10	Cups.	.08	80
	Dishes, Pickle.		
2	Dishes, Vegetable.	.30	60
	Pitchers, Sirup.		
2	Pitchers, Water.	.70	1 40
20	Plates, Dinner.	.10	2 00
	Plates, Meat.		
16	Plates, Soup.	.10	1 60
	Pots, Mustard.		
	Salicellars.		
10	Saucers.	.07	70
	Spoons, Mustard.		
4	Tumblers.	.04	16
TOTAL MONEY VALUE.		\$	8 50

Maximum strength, 150

Quarterly allowance, \$ 8.50

Wm. L. HILLARD

Captain 40th. Infantry

Commanding Company "A"

IN DUPLICATE.

1791

The allowance of Kitchen and Tableware and Mess Furniture is announced from time to time in orders from the War Department. The quarterly allowance for breakage in tableware varies according to the strength of the organization, and is based upon 5 per cent. of the cost price of the equipment allowed. That is a Company Commander is given a breakage allowance in tableware of 5 per cent. per quarter.

At the end of each quarter of the fiscal year a Certificate of Breakage (Q. M. C. Form No. 207) is prepared by the Company Commander and forwarded to the Supply Officer. The Supply Officer either issues the articles enumerated on the certificate to the Company Commander or gives him a credit slip for same, and the transaction is complete.

Ration Return
O. M. C. Form No. 223.
Authorized April 23, 1913.

No. _____
[QUARTERMASTER'S NUMBER]

Ration Return of Company "A", 40th. Infantry
At Platt. Bks., N.Y., from July 11, 1917, 191 to July 20, 1917, 191
No. of days 10, persons present 150, No. of rations 1500
Additions 86, deductions 58, net corrections 28

NUMBER RATIONS REQUIRED	GARRISON.	FIELD.	RESERVE.	TRAVEL.	FILIPINO.
	1528				
TOTAL 1528					

No. emergency rations required _____
Other issues required, quantities actually required within regulation allowance: (No. of animals _____)

SOAP.	CANDLES, ISSUE.	CANDLES, LANTERN.	MATCHES.	TOILET PAPER.	FLOUR FOR PASTE.	TOWELS, HUCK.	ICE.
LBS.	LBS.	LBS.	BOXES	PKGS.	LBS.	NO.	LBS.
60			36	25			1500

THIS CERTIFICATE AND APPROVAL COVER THE ISSUES INDICATED ON THE REVERSE SIDE HEREOF.

I Certify that this Ration Return is correct and that the last regular issue of rations was made by _____

Capt. Wm. B. Cole, Q. M. Corps _____ Quartermaster at Platt. Barracks, N.Y. _____, to include

date of July 10, 1917 _____, that the emergency rations entered (if any) are required for the enlisted men of my command, and the money value of all properly drawn and improperly opened or lost has been charged against the persons responsible; that the civil employees for whom rations are required (if any) are entitled thereto under the regulations, and that the articles other than rations, above requested are necessary for the public service

Wm. L. FILLARD

Captain 40th. Infantry

Company "A"
Commanding

Approved and ordered issued. The total rations required agree with the morning reports, and the quantities of other articles ordered issued are necessary in the public service and within the regulation allowance.

FERRY MINERS

Colonel 40th. Infantry _____ Commanding.

This form may be used for a Brigade, Regiment, Battalion, Company, Troop, or Battery, a Detachment, Civil Employees, etc.
Not to be signed in duplicate.

345557

CHAPTER VII.

THE COMPANY FUND.

Reference A. R. 322 to 324 and 327 to 329.

The Company Fund consists of the gross amounts of money received in the Company from all sources. The Captain is the custodian. The fund is expended for the benefit of the whole Company with the concurrence of the Company Council, which is composed of all the officers on duty with the Company.

The test as to whether an expenditure is authorized hinges on the question as to whether or not the expenditure would be solely for the benefit of the (whole) Company. If it would be the disbursement is legal.

The Company Fund is divided into two parts, the Mess Fund and the General Fund. The Mess Fund is made up of savings on the ration and any money that came into the Company as a result of the company mess, for example, from boarders. The General Fund consists of all other moneys coming into the Company. No expenditure from the Mess Fund is permitted unless the same contributes directly for the betterment or benefit of the Company mess. The General Fund may be spent for any legitimate purpose.

The Captain is required to keep an account of the Company Fund. Every cent of money received and paid out must be accounted for on a proper voucher, which should show in every case the source from which the money was derived and the amount, or, in the case of an expenditure, a properly receipted bill for the amount.

Officers must not neglect the task of bookkeeping in connection with accounting for the Company Fund. By making the entry of a transaction at the time it occurs the task is easily accomplished. At the end of the month have a Company Council meeting and fill in the blanks as indicated. Collect all the vouchers and fasten them together in the order that they appear on the face of the cash account. Put in an envelope and file them with the Company Fund Book. When practicable keep the money pertaining to the Company Fund in a bank and pay all bills by check.

Have the fund inspected quarterly by the Battalion Commander.

Whenever an article of property is purchased from the Company Fund enter it on the pages in the front of the book.

Instructions.

1. Par. 1220, A. R. 1913, requiring that money received from the Quartermaster on ration and savings account "shall be used solely for the purchase of articles of food," makes it necessary to keep the receipts and expenditures from "ration savings" separate from "other funds."

2. Entries for receipts should state date of entry, from whom (person or firm), what for, for what period (in case of savings, post exchange dividends, pay from boarders, etc.), and amount. Should a receipt not be for a period, but only for a single transaction, the date of the receipt also should appear, if different from the date of entry.

3. Entries for expenditures should show date of payment, to whom paid, what for, and amount; all briefly, but with essential points covered and with care and exactness.

4. To facilitate inspection by post or battalion commanders and others, the vouchers should be put in proper shape and filed in proper order. Every voucher should be folded to convenient size for handling, being pasted on proper size paper, if necessary, and indorsed, for instance, thus on the first fold:

No. 6.
JANUARY 7, 1915,
\$50.

5. There should be a voucher for all moneys received, from whatever source, and for all moneys expended. For example, in case of the Company pool collections, when the money is turned over to the Company Commander, a voucher of this tenor should also be turned in:

Madison Barracks, N. Y.,
January 7, 1915.

Turned over to Capt. John Smith, fifty dollars (\$50), collections from the Company pool table for December, 1914.

H. A. JONES,
Q. M. Sergt., Co. C, 24th Infantry.

Under rare circumstances, especially in the field, it may happen that it is not practicable to get a receipt for money expended. In such case the officer should certify to the expenditure, using his certificate as a voucher.

6. In case of transfer of the Company Fund, a receipt of this form is suggested:

Madison Barracks, N. Y.,
January 1, 1911.

Received from 1st Lieut. John A. Smith, 24th Infantry, the fund of Co. "A," 24th Infantry, amounting to \$500, as follows:

Bank	\$450.00
Cash	50.00

Total	\$500.00
-------------	----------

JAMES JONES,
Captain 24th Infantry.

To transfer a Company Fund that is deposited in the bank, it is merely necessary to write the cashier of the bank a letter of this tenor:

I have the honor to inform you that I have this day transferred the Company Fund, Co. "C," 24th Infantry, to Capt. John Smith, 24th Infantry, who will from now on have authority to draw against the fund.

His signature appears below.

Or a check for the amount in the bank may be drawn in favor of the relieving officer and turned over to him.

Caution: When receiving a Company Fund, always obtain from the former custodian a certified statement showing:

(a) All bills that the Company owes.

(b) All amounts due the Company.

(c) A list of outstanding checks.

If the Company owes no bills, if nothing is due the Company, and if there are no outstanding checks, these facts should be stated. This certified statement should be made on an appropriate page in the Company Fund book.

7. When deposited in a bank, the Company fund should be deposited, for instance, as "Company Fund, Co. 'C,' 24th Infantry," and all checks drawn against the fund should be signed, for instance:

Company Fund, Co. "C," 24th Infantry,

JOHN A. SMITH,
Captain 24th Infantry.

In Account with Company Fund, Company "C," 40th Infantry

Date	Month	Day	Description	BATCH SAVINGS		OTHER FUNDS	
				Receipts	Expenditures	Receipts	Expenditures
			Balance from last month	500 00		200 00	
1	1		Ration Savings for June,				7 50
2	1		Capt John Smith, exchange for June,	100 00			
3	2		Box Exchange dividend for June,			100 00	
4	4		Board of Company Tailor for June,	10 00			
5	7		Collection from pool table for June,				
6	7		Procrustes for June,				
7	9		A. P. Co. Fresh meat, delivered June 28, 1915		100 00		
8	10		Columbia Penograph Co., 10 Cylinders June 15, 1915				2 50
9	12		U.S. Infantry Association, subscriptions to magazine and newspapers for Co. Library July 5, 1915				25 00
10	15		New York Telephone Co., service for June,				50
11	18		John Green, milk and eggs,		7 50		
12	20		The A. B. Barber Supply Co., 6 razors,				9 50
13	25		The C. S. Packing Co., 1000 Blank boxes,				2 50
14	28		Smith & Co., Vegetables and eggs,		20 00		
15	30		The M. Co., Groceries,		50 00		
16	31		M & Co., 3 seats for tent 6.00 2 seats		15 25		
17	31		Tenants of 425 50.00 Return 2.00 June 25, 1915				
			The J. B. Co., One year's subscription to the				
			American Music Co. Catalogue for July 1, 1915.				
			To June 30, 1915. For all dates July 16, 1915				20 00
			Total receipts and expenditures	610 00	192 75	360 00	67 50
			Balance carried forward		417 25		292 50
			Totals		610 00		360 00

I CERTIFY that the foregoing account for the month of JULY, 1917, is correct, and that of the amount for which I am responsible Seven hundred dollars (\$ 700.00) is deposited with the Platt National Bank, to the credit of the Company Fund, Company "A", 40th. Infy., and Nine--75/100--dollars (\$ 9.75) in cash, is in my personal possession.

\$ 709.75

Wm. L. HILLARD

July 31, 1917, 19

Captain 40th. Infantry,

Commanding.

In case of transfer to successor, make on an appropriate page the certified statement required by par. 7 of the "Instructions."

Platt. Bks., N.Y.

July 31, 1917, 19

The council of the administration met this date and audited the foregoing account for the month of July, 1917, 19

The council finds the account correct, approves the expenditures made, and authorizes the usual expenditures for the next month. 3-349

The certificate of the responsible officer was examined, and the cash balance in his personal possession, the check book, check stubs, and deposit book (if used) were exhibited to the council and verified.

SAMUEL LOFTUS

Wm. L. HILLARD

2nd. Lieut. 40th. Infantry,

Recorder.

Captain 40th. Infantry,

President.

I CERTIFY that in accordance with the requirements of the Army Regulations I have this date inspected the foregoing account for the period from May 1, 1917 to July 31, 1917, inclusive, and find it correct with the following exceptions:

NONE

The check book and deposit book of the organization commander were examined and the cash in his personal possession verified. These outstanding bills were reported: NONE

Company Administration

Property Purchased from *Company* Fund

When Purchased.	ARTICLES	Price	Disposition
May 3	Victrola	\$ 75 00	Co.
May 28	Victrola Records	8 00	Co.
Jun 14	Typewriter	50 00	Co.

CHAPTER VIII.
CLOTHING

Reference A. R. 1157 to 1168½.

Procedure

1. Private Morton notifies the Company Clerk that he desires to draw certain clothing, submitting at the same time a list (Individual Clothing Slip) showing the articles of clothing and the sizes desired.

2. The Company Clerk makes out (in duplicate) an Individual Clothing Slip (See Q. M. C. Form No. 165) and turns this over to Private Morton.

3. Private Morton takes this Individual Clothing Slip to the Quartermaster, who issues the clothing to him.

4. The Quartermaster enters under the heading "Quantities Issued" the number of each article issued, fills in the "Unit Price" column; the "Totals" and draws a line through all blank spaces in the "Quantities Issued" column. All of this on both copies of the slip.

5. Private Morton is then required to sign both the original and the duplicate of the slips at the bottom.

6. The "Original" slip is retained by the Quartermaster. The "Duplicate" is returned to the Company Commander, who (a) enters the items of clothing drawn on the Abstract of Clothing Drawn (Q. M. Form No. 180). (b) Enters the total amount of the issue on the Statement of Clothing Charged to Enlisted Men (Q. M. C. Form No. 165b) opposite the proper slip number. (c) Enters the amount and initials it on page 6 of Private Morton's "Service Record" (See Form No. 29, A. G. O.).

7. At the end of the month the following action is taken:

(a) The Company Commander compares his Abstract of Clothing Drawn with the Quartermaster's Abstract of Clothing Issued.

(b) After satisfactory settlement of all differences the Company commander makes an additional copy of the Abstract of Clothing Issued which he delivers to the Quartermaster not later than the 5th of the month following.

(c) As a record of the clothing issues for the month the Company Commander will file the following papers together:

NOTE.—The method of clothing issue and accounting set forth on pages 42 to 51 has been discarded for the period of the war. The new method is stated on pages 52 to 55.

1. The retained copy of the "Abstract of Clothing Drawn."
(Q. M. C. Form No. 180.)
2. The Statement of Clothing Charged to Enlisted Men.
(Q. M. C. Form No. 165b.)
3. The duplicate Individual Clothing Slip.
(Q. M. C. Form No. 165.)

This enables an inspection of the Company Clothing Issues for each month to be made in a minimum time.

Issue of Clothing in Bulk.

When a considerable number of men of the Company require clothing it is issued "in bulk" to the Company Commander, who in turn makes the issues to the men.

The procedure is as follows:

1. The soldier makes out an "Individual Clothing Slip" (Q. M. C. Form No. 165) showing the quantities and sizes of articles required.
2. The Company Clerk consolidates these slips.
3. A Requisition for Clothing (In Bulk) (Q. M. C. Form No. 213) is made out in triplicate, showing the total number of each article required for issue.
4. All three copies are signed by the Company Commander, and sent to the Quartermaster. The articles are assembled and made ready for delivery. The Quartermaster enters in the column "Issued" the total number of each article available, the unit price and the totals, and notifies the Company Commander that the clothing is ready for delivery.
5. The Company Commander or his representative receives the clothing, verifies the amount and signs the receipt (3) on the back of the requisition. The Quartermaster or his representative then signs the certificate (4).
6. The clothing is removed from the storehouse. One copy of the requisition is given to the Company Commander.
7. The following procedure is taken:
 - (a) The clothing is issued to the men on the individual slip submitted by them.
 - (b) The issuing officer enters on the slip the quantity issued.
 - (c) The soldier signs the slip at the bottom. It is numbered, dated and initialed by the issuing officer.
 - (d) The Statement of Clothing Charged to Enlisted Men (Q. M. C. Form 165b) is made out, each individual slip opposite its proper number.
 - (e) The amount of the issue is charged against the soldier on page 6, of his Service Record.*
 - (f) The Individual Slips, the Requisition and the statement of Clothing Charged are filed together as a part of the Company Records.
8. Clothing that is not issued for any reason is returned to the Quartermaster within 24 hours from the time it is removed from the store house. These are entered in the column "Ret'd to Q. M." The Company Commander or his representative signs certificate (5) and the Quartermaster's representative signs certificate (6).

9. The figures in the column "Net Issued" is arrived at by taking the difference between the "Issued" and the "Ret'd to Q. M." columns. The Company Commander certifies that he has charged against the enlisted men the articles enumerated in "Net Issued" column on the copy on file in the Company.

10. The two copies in the hands of the Quartermaster form his voucher for dropping the clothing from his returns.

Clothing Settlements.

Reference A. R. 1160 to 1162.

The clothing accounts of enlisted men are settled on June 30 and December 31 of each year and when the soldier is separated from the service for any reason.

The clothing allowance is divided into:

1. An Initial Allowance which is intended to cover the cost of clothing from date of enlistment to the date when the soldier is taken up for full duty. This initial allowance is not regarded as earned until the soldier has completed six months' service.

2. An Annual Allowance which is divided into a semi-annual allowance, a Monthly Allowance and a Daily Allowance, which is intended to cover the cost of clothing.

This clothing allowance is published in orders from the War Department. The one now in force published in 1916 gives the allowance as follows:

Initial Allowance	\$43.05
Monthly share of Initial Allowance.....	7.18
Daily share of Initial Allowance.....	.24
Semi-annual Allowance	12.40
Monthly Allowance	2.07
Daily Allowance07

When a soldier's clothing account is opened he is credited with the Initial Allowance. Should he not complete six months before his separation from the service any allowance with which he may have been credited will be disregarded, and the basis of settlement will be the monthly and daily share of the Initial Allowance to which is added the monthly and daily share of the Annual Allowance.

Example:

Private John Doe enters the service on September 1st, 1917. He is discharged on account of disability in line of duty on April 24, 1918. During the period September 1 to December 31, he has drawn \$41.20 worth of clothing.

Settlement, Dec. 31, 1917.

Initial Allowance	\$43.05
Monthly Allowance, 4 Mos.	8.28
<hr/>	
Total	\$51.33
Value of clothing drawn	41.20
<hr/>	

\$10.13

On the Service Record page 7 under the heading "Balance Due Soldier" is entered the amount \$10.13.

Settlement to Date of Discharge.

Balance due soldier at settlement Dec. 31, 1917.....	\$10.13
Monthly Allowance, 3 Mos., at \$2.07.....	6.21
Daily Allowance, 24 days, at .07.....	1.68

Total	\$18.02
--------------------	----------------

Value of clothing drawn since last settlement.....	4.02
--	------

Balance due soldier	\$14.00
---------------------------	----------------

This amount \$14.00 is paid to the soldier on his final statements.

Example 2:

Private John Doe enters the service on September 1, 1917. He is discharged on account of dependent relatives on January 18, 1918. On December 31, 1917, Private Doe would have had the settlement made as indicated in Example 1. He has not completed 6 months' service necessary to entitle him to his full initial allowance. This settlement would therefore be disregarded—A. R. 1162.

Settlement

Monthly share of Initial Allowance, 4 mos. at \$7.18..	\$28.72
Daily share of Initial Allowance, 18 days at .24.....	4.32
Monthly Allowance, 4 mos. at \$2.07.....	8.28
Daily Allowance, 18 days at .07.....	1.26

Total allowance	\$42.58
------------------------------	----------------

Value of clothing drawn since enlistment.....	41.20
---	-------

Balance due soldier	\$1.38
---------------------------	---------------

Which is paid the soldier on his final statements.

Example 3

Private John Doe enters the service on September 1, 1917. Settlement of account December 31, 1917. Clothing drawn since enlistment, \$55.60.

Settlement

Initial Allowance	\$43.05
Monthly Allowance, 4 mos.....	8.28

Total allowance	\$51.33
------------------------------	----------------

Value of clothing drawn.....	\$55.60
------------------------------	----------------

Balance due United States.....	\$4.27
--------------------------------	---------------

Which amount would be charged against Private Doe and collected on the December pay rolls.

Example 4

Private John Doe enters the service on September 1, 1917. He is discharged on February 20, 1918, on account of disability. Clothing settlement December 31, 1917. Balance due U. S., \$4.27, collected on December pay rolls.

Settlement

Monthly share Initial Allowance, 5 mos. at \$7.18.....	\$35.90
Daily share of Initial Allowance, 20 days at .24.....	4.80

Monthly Allowance, 5 mos. at \$2.07.....	10.35
Daily Allowance, 20 days at .07.....	1.40
Collected on December Pay Rolls.....	4.27

Total allowance	\$56.72
Value of clothing drawn since enlistment.....	\$55.60

Balance due soldier	\$1.12
---------------------------	--------

Which is paid on Final Statements.

WAR DEPARTMENT
Q. M. C.—Form No. 105 D.
(Authorized March 6, 1915.)

STATEMENT OF CLOTHING CHARGED TO ENLISTED MEN.

Drawn on Individual Slips Nos. 1 to 5, incl., from July 1, 1917, 191, to July 31, 1917, 191, incl.

Drawn on Requisition for Clothing (in bulk) dated , 191

2-338

SLIP NO.	TO WHOM ISSUED	AMOUNT	SLIP NO.	TO WHOM ISSUED	AMOUNT	SLIP NO.	TO WHOM ISSUED	AMOUNT
1	Morton, Charles J.	14 78		Brought forward.....			Brought forward.....	
2	Thorud, Henry	8 02	50			98		
3	Johnston, James P.	12 64	51			99		
4	Bisio, John T.	12 14	52			100		
5	Wilson, William W.	14 40	53			101		
6	Henderson, Alexander	7 52	54			102		
7			55	INSTRUCTIONS ON BACK OF FORM				
8			56	1. The organization commander will make a statement on this form (single copy) for all clothing drawn by or issued to enlisted men of his command.				
9			57	2. A separate statement will be made for each bulk issue. (See Instructions, Form No. 213.)				
10			58	3. When clothing is drawn individually from the quartermaster, each Individual Clothing Slip will be entered opposite its corresponding number on this form immediately after the duplicate slip has been returned from the quartermaster. For individual issues, the statement will be completed at the end of each calendar month, or whenever an organization leaves the vicinity of the issuing quartermaster for an extended period.				
11			59	4. At the end of a month or period and also whenever the statement is made in connection with Requisition for Clothing (in bulk) (Form No. 213), the organization commander will determine the total money value of clothing charged to enlisted men and complete the statement.				
12			60	5. When clothing is issued gratuitously, the money value thereof will be separated from the money value to be charged and both amounts entered on the statement in the same space opposite the man's name, the gratuitous issue being entered in red ink or indicated by the letter "G."				
13			61	6. The total money value of the clothing charged to enlisted men (including the gratuitous issues) must be equal to the total money value of clothing drawn from the quartermaster.				
14			62	7. The organization commander will file this statement with the requisitions to which it pertains.				
15			63					
16			64					
17			65					
18			66					
19			67					
20			68					
21			69					
22			70			118		
23			71			119		
Total carried forward			Total carried forward			Total		69 60

I certify that this statement is correct, and that the money values have been charged on the descriptive lists of the respective enlisted men. Prices were taken from G. O. No. 17, W. D., 1916

Station Platt Barracks, N.Y.

Wm. L. HILLARD

Date July 31, 1917, 191

Captain 40th Inf'ty. Commanding Co. "A"

Company Administration

47

WAR DEPARTMENT.
Q. M. C. FORM NO. 165.
Authorized March 6, 1915.

ORIGINAL.

INDIVIDUAL CLOTHING SLIP.

The quartermaster is requested to issue the articles enumerated below to

Morton, Charles J. Private

(Name and rank of soldier.)

Wm. L. Hillard

Captain 40th. Infy. Com'd'g Co. A.

Quantities.		Articles.	Size.		Unit prices.	Totals.
Req'd.	Issued.		Req'd.	Issued.		
	1	Bands, cap, dress.....	each			
1	1	Bells, waist.....	each			10
2	2	Breeches, cotton, O. D.....	pairs	6	1.07	2 14
		Breeches, woolen, O. D.....	pairs			
		Caps, dress (without bands).....	each			
		Caps, service.....	each			
		Chevrons, cotton, O. D.....	pairs			
		Chevrons, dress.....	pairs			
		Chevrons, woolen, O. D.....	pairs			
		Chevrons.....	pairs			
		Coats, denim.....	each			
		Coats, dress.....	each			
2	2	Coats, service, cotton O. D., each.....	5 1/2	1.31	2 62	
		Capes.....	each			
		Collars.....	each			
		Cords, breast.....	each			
1	1	Cords, hat.....	each			05
4	4	Drawers, cotton flannel.....	pairs		.32	1 28
		Drawers, jean.....	pairs			
		Gauntlets, winter.....	pairs			
		Gloves.....	pairs			
		Gloves.....	pairs			
		Hats, denim.....	each			
1	1	Hats, service.....	6 1/2		1 04	
		Laces.....	pairs			
		Laces, shoe.....	pairs			
		Leggins.....	pairs			
		Neckties.....	each			
		Ornaments, cap, bronze.....	each			
		Ornaments, cap, gilt.....	each			
		Ornaments, collar, bronze.....	each			
		Ornaments, collar, br., "U. S.".....	each			
		Ornaments, collar, gilt.....	each			
		Ornaments, collar, gilt, "U. S.".....	each			
		Overhoses, arctic.....	pairs			
2	2	Shirts, flannel, O. D.....	each	2	2.37	4 74
		Shoes, gymnasium.....	pairs			
1	1	Shoes, russet.....	7 1/2 E		2 81	
		Stockings, cotton.....	pairs			
		Stockings, woolen.....	wt			
		Stripes, service.....	pairs			
		Stripes, trouser.....	pairs			
		Suspenders.....	pairs			
		Trousers, denim.....	pairs			
		Trousers, dress.....	pairs			
		Undershirts, cotton.....	each			
		Undershirts, woolen.....	each			
Total.....						14 78

Received the articles enumerated in column "Quantities issued."

CHARLES J. MORTON
Privt. Company "A" 40th. Infy.

Slip No. 1

Date July 10 1917

Issued by:

Hale

Entered on abstract.....

Entered on statement.....

Entered on D. L.....

Comp. "A" 40th. Infantry from Captain Wm. R. Cole, Q. M. C. Quartermaster, on Individual Clothing Slips
(Organisation)

TOTAL QUANTITIES	ARTICLES	TALLY SPACE	Unit Prices	MONEY VALUE
	Aprons, bakers and butchers			
	Aprons, cooks			
	Bands, cap, dress			
4	Belts, waist	(1) 1.1.1.	.10	40
12	Breeches, cotton, olive drab, pairs	(2) 1.2.3.2.2.	1.07	12.84
	Breeches, woolen, olive drab, pairs			
	Buttons, coat, bronze, large			
	Buttons, coat, bronze, small			
	Buttons, coat, gilt, large			
	Buttons, coat, gilt, small			
	Buttons, shirt, olive drab			
	Cape, bakers and cooks			
	Cape, dress (without bands)			
	Cape, service			
	Cape, winter			
	Chevrons, cotton, olive drab, pairs			
	Chevrons, denim, pairs			
	Chevrons, dress, pairs			
	Chevrons, gunners, pairs			
	Chevrons, white, pairs			
	Chevrons, woolen, olive drab, pairs			
	Coats, denim			
	Coats, dress			
10	Coats, service, cotton, olive drab	(2) 2.1.2.1.2.	1.21	12.10
	Coats, service, woolen, olive drab			
	Coats, white			
	Collars			
	Cords, breast			
2	Cords, hat	(1) 1.	.05	10
4	Drawers, cotton flannel, winter, pairs	(4)	.82	3.28
	Drawers, jean, summer, pairs			
	Gauntlets, winter, pairs			
	Gloves, cotton, white, pairs			
	Gloves, horsehide, yellow, pairs			
	Gloves, riding, pairs			
	Gloves, woolen, olive drab, pairs			
	Hats, denim			
4	Hats, service	(1) 1.1.1.	1.04	4.16
	Laces, breeches, pairs			
	Laces, leggins, pairs			
	Laces, shoe, pairs			
	Leggins, canvas, pairs			
	Neckties			
	Ornaments, cap, bronze, each			
	Ornaments, cap, gilt, each			
	Ornaments, collar, bronze, each			
	Ornaments, collar, bronze, letters "U. S.," each			
	Ornaments, collar, gilt, each			
	Ornaments, collar, gilt, letters "U. S.," each			
Total carried forward				3 1.88

OTHING Drawn
(Drawn or Issued.)

Nos. 1 to 6, incl., during the period from July 1, 1917, 191, to July 31, 1917, 191, incl.

TOTAL QUANTITIES	ARTICLES	TALLY SPACE	Unit Prices	MONEY VALUE
		Brought forward.....		3 1 88
9	Overshoes, arctic, pairs.....			
	Shirts, flannel, olive drab.....	② 1.2.3.	2.27	2 1 33
	Shirts, muslin.....			
	Shoes, gymnasium, pairs.....			
5	Shoes, russet, pairs.....	① 2.1.1.	2.81	1 4 05
	Stockings, cotton, pairs.....			
	Stockings, woolen, heavy, pairs.....			
16	Stockings, woolen, light, pairs.....	6.12	.13	2 34
	Stripes, service, pairs.....			
	Stripes, trouser, pairs.....			
	Suspenders, pairs.....			
	Tags, identification.....			
	Tape, identification tag, yards.....			
	Trousers, cotton, olive drab, pairs.....			
	Trousers, denim, pairs.....			
	Trousers, dress, 16-oz., pairs.....			
	Trousers, dress, 22-oz., pairs.....			
	Trousers, white, pairs.....			
	Trousers, woolen, olive drab, pairs.....			
	Undershirts, cotton, summer.....	Figures in circle indicate issues made on Individual Clothing Slip No.1 to Private Morton.		
	Undershirts, woolen, winter.....			
	INSTRUCTIONS ON BACK OF FORM			
<p>1. The quartermaster will abstract all original, and the organization commander all duplicate, Individual Clothing Slips on this form.</p> <p>The quantities of the articles will be entered daily on the proper line of the abstract, thus—</p> <p style="text-align: center;">Chevrons, dress, pairs; 1. 2. 2. 1. 1. 1, etc.,</p> <p>and the total quantities and money values determined and abstract completed at the end of a month or whenever an organization leaves the vicinity of the issuing quartermaster for an extended period.</p> <p>2. At the close of the period covered the organization commander will compare his copy with the quartermaster's copy. After a satisfactory settlement of all differences an additional copy (except tally marks) will be prepared by the organization commander and delivered to the quartermaster not later than the fifth of the succeeding month. The quartermaster will note fact of signature on his retained copy.</p> <p>3. One copy will be filed by the organization commander with duplicate Individual Clothing Slips (Form No. 165) and Statement of Clothing Charged to Enlisted Men (Form No. 165b).</p> <p>4. The quartermaster, after posting the abstract to Property Account, will forward the copy signed by the organization commander to the Quartermaster General of the Army and file the other copy with his retained vouchers.</p> <p>5. When extra sheet for Alaska (Form 180a) is used, total value therefrom will be entered on this form and included in "Total drawn from quartermaster."</p>				
		Total drawn from quartermaster.....		6 9 60

I CERTIFY that this abstract is correct. Prices were taken from G. O. No. 17, W. D., 1916. Total money value of clothing received Sixty nine dollars and sixty cents (\$69.60) (In words and figures.)

STATION: Platt Barracks, N.Y.

Wm. J. HILLARD

DATE: July 31 1917

Captain 40th Inf., Commanding Comp'y. "A"

Company Administration

WAR DEPARTMENT
Q. M. C. Form No. 213.
(Authorized March 9, 1913.)

REQUISITION FOR CLOTHING (IN BULK).

Company "A", 40th. Infantry,

Platt, Barracks, N. Y.

August 12, 1917

191

Req'd.	Issued.	Ret'd to Q. M.	Net issued.	Articles.	Sizes.																Unit price.	Total.
				Hands, cap, dress (state arm)	6 1/2	6 3/4	6 7/8	7	7 1/4	7 1/2	7 3/4	7 7/8										
15	10	5	10	Delta, waist																	.10	1.00
20	20		20	Breeches, pairs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1.07	2.140
				Cotton, O. D., foot	5				8		2											
				Cotton, O. D., m't'd																		
				Woolen, O. D., foot																		
				Woolen, O. D., m't'd	18	20	21	22	23	24	25	26	27	28	29	30	31	32				
				Cotton O. D., shoe																		
				Cotton, O. D., m't'd																		
				Woolen, O. D., shoe																		
				Woolen, O. D., m't'd																		
				Caps:		6 1/2	6 3/4	6 7/8	7	7 1/4	7 1/2	7 3/4	7 7/8									
				Bakers' and cooks'	XXX	XXX	XXX															
				Drum (without bands)	XXX									XXX								
				Service										XXX								
				Winter	XXX																	
				Chevrons, pairs	Arm																	
				Cotton, O. D.																		
				Denim																		
				Dress																		
				Gaiters'																		
				White																		
				Woolen, O. D.																		
				Coats:	1	2	3	3 1/2	4	4 1/2	4 3/4	5	5 1/2	5 3/4	6	6 1/2	6 3/4	7	7 1/4	7 1/2	8	
				Denim				XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
				Dress																		
20	20		20	Service, cotton, O. D.				1		5.4		5.2			1			1.1	1.81		2.620	
				Service, woolen, O. D.																		
				White				XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
				Collars	11	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2								
				Corsets:	Arm																	
20	20		20	Infantry																.05	1.00	
50	50	20	30	Drawers, pairs:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	.32	9.60
				Canton flannel, winter				10	10		10			10								
				Jeans, summer	10	20	21															
				Canton flannel, winter																		
				Jeans, summer	9	10	11															
				Gauntlets, winter, pairs	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2	12								
				Gloves, pairs:	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
				Cotton, white																		
				Horse hide, yellow																		
				Riding																		
				Woolen, O. D.	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
				Boots:		8 1/2	8 3/4	9	9 1/4	9 1/2	9 3/4	10	10 1/4	10 1/2	10 3/4	11	11 1/4	11 1/2	11 3/4	12		
10	10		10	Denim																		
				Service	2	2	2	4						XXX	XXX						1.04	10.40
				Laces, pairs:																		
				Breeches																		
100	100		100	Leggins																	.01	1.00
12	12	2	10	Shoes	8	4															.47	4.70
				Neckties																		
				Ornaments (each):																		
				Cap, brown																		
				Cap, gillie																		
				Collar, brown																		
				Collar, blouse, letters U. S.																		
				Collar, gillie																		
				Collar, gillie, letters U. S.	5	6	7	8	9	10	11	12	13									
				Overboots, gaiter, pairs																		
10	10		10	Shirts, flannel, O. D.	5	3	2														2.37	23.70
				Shirts, muslin	12	12 1/2	14	14 1/2	16	16 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22			
				Shoes, gymnasium	5	5 1/2	6	6 1/2	7	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2	12			
				Shoes, gymnasium																		

NEW METHOD OF CLOTHING ISSUE

While the old method of clothing issue is retained in this book, the following procedure instituted in 1917 for the emergency is published.

General Orders No. 89, War Department, July 11, 1917, which changed the method of clothing issue as follows:

Clothing Allowance of Soldiers—The President of the United States directs that during the period of the existing emergency a soldier's allowance for clothing will be the quantity of clothing necessary and adequate for the service upon which he is engaged.

Organization commanders will be held responsible for rigid economy in issues and for the proper equipment of enlisted men of their commands with the allowances prescribed as equipment C, in table for quartermaster supplies.

Articles lost or destroyed through neglect will be charged on the pay roll against the man responsible therefor.

Articles which have been damaged or rendered unserviceable will be repaired if practicable or replaced by others.

The clothing allowance of retired enlisted men, as established by law, is given in paragraph 137, Army Regulations, and is not changed by this order.

This order will be effective on and after July 15, 1917. (2560336B, A. G. O.)

(See also G. O. 97, W. D., 1917.)

General Orders No. 97, War Department, July 23, 1917, gives the details of the new system:

Care and Disposition of Used Clothing—1. In view of the provisions of War Department Order No. 89 of 1917, and the opinion of the Judge Advocate General of November 4, 1916 (Bul. 55, W. D., 1916), department quartermasters, will, under the direction of department commanders, make arrangements for disinfecting, cleaning, repairing, pressing, and repacking articles of uniform clothing and for its reissue by facilities in the immediate vicinity of post, camp, or cantonment, or by collecting articles and sending them to a general depot of the Quartermaster Corps, designated for the purpose, whenever the facilities are not available in the immediate vicinity of the post or station. After the garments are renovated they will be carefully pressed and if necessary resized and packed.

2. Commanding officers will utilize all articles of clothing in the most economical manner by continuing the issue of old stock as long as it can be made serviceable.

3. Clothing will be issued to organization commanders on memorandum receipt as prescribed in paragraph 681-A, Army Regulations, 1913, for articles of equipment C. Enlisted men to whom the clothing is issued will be required to receipt for the articles on individual personal equipment slips (Q. M. C. Form No. 501). No entries of such issues will be made on the soldier's service record (Form No. 22, A. G. O.). Issues will be based on the allowances for equipment C, specified for field ser-

vice. The issue of additional articles will be authorized by department commanders when the necessities of the service require.

4. The provisions of paragraph 215, Compilation of Orders, 1881-1915, relating to quartermaster property in the hands of enlisted men changing stations will apply to clothing issued to enlisted men under the provisions of this order, except that the list of the clothing will be on a separate slip attached to the service record instead of being noted on the form itself.

5. Organization commanders will be allowed to retain in their possession extra clothing not to exceed 5 per cent. of the requirements of their command.

6. All serviceable clothing turned in as required by paragraph 1161½, Army Regulations, will be at once thoroughly disinfected, repaired, pressed, and packed for reissue. Repairs only of articles in the possession of enlisted men will be made at the expense of the Government. The cleaning and laundering of garments in their possession will be done at their expense, and they will be required to keep the garments in their possession as clean as practicable, consistent with the service they are performing. Articles lost or damaged through carelessness will be charged against the men responsible for such loss or damage.

7. In case any article becomes unserviceable through fair wear and tear, the enlisted man may exchange the same under the supervision of the commanding officer without expense.

8. Clothing turned in to quartermaster and found not worth the cost of further repairs or renovation will be submitted to the action of an inspector.

9. An enlisted man will be allowed to retain for his own use while in active service all clothing in his possession on July 15, 1917, but no further issues will be made to him until the quantity he had on hand on that date is reduced below the quantity authorized for equipment C. (246.5, A. G. O.)

Paragraph 215, Compilation of Orders, prescribes the method of transfer of clothing when an enlisted man is transferred from one organization to another.

215. Quartermaster Property in Hands of Enlisted Men Changing Station—When an enlisted man under orders to change station is to take with him public property pertaining to the Quartermaster Corps, the officer preparing the descriptive list will make notation thereon of the various articles comprising such property and take the soldier's receipt therefor. This receipt will be transmitted to the accountable quartermaster who will invoice the property to the quartermaster of the soldier's new station, filing with said invoice the soldier's receipt.

Should the man be ordered to service in a territorial department beyond the sea under orders which do not specify the particular place that is to be his new station, the invoice, together with the receipt, will be forwarded to the department quartermaster of the over-sea department, who will have the property receipted for by some accountable quartermaster at department headquarters. When the enlisted man has been assigned

to station, the property will be reinvoyced to the quartermaster of such station. Similar action will be taken in the case of a man who is ordered from an over-sea station to another over-sea station or to the United States. (Par. 1, G. O. 65, 1915—2334911, A. G. O.)

DETAILS OF PROCEDURE.

1. When the Company Commander desires to secure clothing he submits a Requisition for clothing (in bulk) (Q. M. C. Form 213, page 48-49) to the Unit Supply Officer. If there are only a few articles desired this requisition may be made in the form of a memorandum enumerating the articles and the sizes required.

2. The Unit Supply Officer issues the clothing to the Company Commander on Memorandum Receipt the same as any other quartermaster property. Either the regular Memorandum Receipt (Q. M. C. Form 227, page 57) or the Memorandum Receipt Debit Slip (Q. M. C. Form 242) may be employed for this purpose.

3. The clothing is issued to the soldier and a record of such issue made on the Individual Clothing Slip (Q. M. C. Form 165).

4. When clothing becomes unserviceable it is turned in to the Unit Supply Officer with a certificate of the Company Commander, as follows:

Company A, 40th Infantry,
December 20, 1917.

I hereby certify that the following articles of clothing were rendered unserviceable by fair wear and tear in the service; or (state the cause).
Enumerate articles.

(Signature).

5. The Unit Supply Officer will give the Company Commander a Memorandum Receipt Credit Slip (Q. M. C. Form 243, Page 58) enumerating the articles so turned in. The Company Commander will file the Credit Slip with his original Memorandum Receipt and take credit for the clothing.

6. There is no clothing account to be kept with the soldier other than that mentioned in Paragraph 3 above. Issues are not entered on the Service Record. Clothing is simply held in the Company the same as any other quartermaster property, such as blankets, overcoats, beds, pillows, etc.

7. When a soldier is transferred from one organization to another his receipt for clothing in his possession should be taken in triplicate, one copy of this receipt accompanies the soldier's service record and the two duplicate copies are sent to the Unit Supply Officer, who is accountable for the property. When these receipts are delivered to the supply officer he will give the Company Commander a credit slip for the articles enumerated thereon. This relieves the Company Commander from further responsibility.

8. The Unit Supply Officer will invoice the Articles to the Unit Supply Officer of the organization to which the soldier is transferred. If the transfer is made from one company to another in the same unit, the Unit Supply Officer gives a credit slip to the soldier's former Company Commander and requires the new Company Commander to sign a debit slip for the clothing.

I=Issued: C=Condemned: OH=Bal. On Hand

[illegible]

RECORD OF CLOTHING ISSUED TO

Surname

Christian Name

Hank

Organization

Harvey Military Forms
George U. Harvey, Inc., 109 Lafayette St., N. Y. City

Measuring for Clothing

Breeches, cotton or woolen, olive drab:

1. Measure at waist band.
 2. Measure from crotch to top of shoe.
 3. Compare measurements to table and ascertain size.
- Example: Waist, 33 inches; inseam, 29 inches. Size No. 11.

BREECHES—OLIVE-DRAB WOOL AND OLIVE-DRAB COTTON; SERVICE; FOOT AND MOUNTED.

Number	Waist Inches	Inseam Inches	Number	Waist Inches	Inseam Inches
1.....	30	26	17.....	35	25
2.....	30	28	18.....	35	27
3.....	31	25	19.....	35	29
4.....	31	27	20.....	36	26
5.....	31	29	21.....	36	28
6.....	32	26	22.....	36	30
7.....	32	28	23.....	37	27
8.....	32	30	24.....	37	29
9.....	33	25	25.....	37	31
10.....	33	27	26.....	38	26
11.....	33	29	27.....	38	28
12.....	33	31	28.....	38	30
13.....	34	26	29.....	39	27
14.....	34	28	30.....	40	28
15.....	34	30	31.....	41	27
16.....	34	32	32.....	42	28

Coats, Olive Drab Wool and Cotton:

1. Measure around breast, man wearing O. D. flannel shirt, tape barely snug.
2. Measure around waist same as 1.
3. Measure for length from base of collar at back to just below buttocks.
4. Length of sleeve, arm crooked at right angles and held horizontal. Measure from point where sleeve joins coat at shoulder to wrist.
5. Measure for collar at bottom of same.

Example: Breast, 37 inches; waist, 35 inches; length, $27\frac{1}{4}$ inches; sleeve, 31 inches; collar, 17 inches; size, $5\frac{1}{4}$.

COATS—OLIVE-DRAB WOOL AND OLIVE-DRAB COTTON.

Size	Breast Inches	Waist Inches	Length Inches	Length of Collar at sleeve Inches	bottom Inches
1 regular	33	29	26	$29\frac{3}{4}$	15
2 regular	34	30	$26\frac{1}{2}$	$30\frac{1}{4}$	$15\frac{1}{4}$
3 regular	35	31	$26\frac{3}{4}$	$30\frac{3}{4}$	$15\frac{3}{4}$
$3\frac{1}{2}$ long	35	30	$27\frac{3}{4}$	32	$15\frac{1}{2}$
4 regular	36	32	$27\frac{1}{4}$	$31\frac{1}{4}$	$16\frac{1}{4}$
$4\frac{1}{4}$ stout.....	36	34	$26\frac{3}{4}$	31	$16\frac{1}{2}$
$4\frac{1}{2}$ long	36	31	$28\frac{3}{4}$	$32\frac{1}{2}$	16

5 regular	37	33	27¾	31¾	16¾
5¼ stout.....	37	35	27¾	31	17
5½ long	37	32	28¾	33	16½
6 regular	38	34	28¾	32¾	17¼
6¼ stout.....	38	36	27¾	31¾	17½
6½ long	38	33	29¾	33½	17
7 regular	40	36	29¾	32¾	17¾
7¼ stout.....	40	38	28¾	32	18
7½ long	40	35	30¾	34	17½
8 regular	42	39	29¾	33	18½
9 regular	44	41	30¾	33¾	19

Overcoats, olive drab. Measure same as for coats.

OLIVE-DRAB OVERCOATS

Size	Breast Inches	Waist Inches	Length Inches	Length of Collar at	
				sleeve Inches	bottom Inches
1 regular	34	30	48	31½	16½
1½ long	34	30	51	32½	16½
2 regular	36	32	49½	32½	17½
2½ long	36	32	52½	33½	17½
3 regular	38	34	50½	33¾	18½
3½ long	38	34	53½	34½	18½
4 regular	40	36	51½	34	19
4½ long	40	36	54½	35	19
5 regular	42	40	52½	34½	19½
6 regular	44	42	54	35	20

Flannel shirts, olive drab:

1. Measure length from collar seam (bottom of collar) to bottom.
2. Measure around breast.
3. Measure around waist.
4. Measure around hips and buttocks.
5. Measure length of sleeve from center of yoke to include the cuff, arm held horizontal and bent at right angle at elbow.
6. Collar, buttoned, at base.

Example: Length, 32½; breast, 49; waist, 47; seat, 49; sleeve, 34; collar, 17. Size required, No. 4.

OLIVE-DRAB FLANNEL SHIRTS

Size.	Length from collar seam at plait to bottom.	Breast. In.	Waist. In.	Seat. In.	Length of sleeve from center of yoke, Collar including when cuff, buttoned.	
					In.	In.
1	29½	43	41	43	32	15
2	30½	45	43	45	32½	15½
3	31½	47	45	47	33	16
4	32½	49	47	49	34	17
5	33½	51	50	51	35	18
6	34	54	53	54	35	19

Canvas leggings:

Measure around calf of leg—14 inches, No. 1; 15 inches, No. 2; 15½ inches, No. 3; 16 inches, No. 4; 17 inches, No. 5; 18 inches, No. 6.

Drawers, summer and winter:

1. Measure at waist.

2. Measure inseam from crotch to shoe top.

Example: Waist, 38; inseam, 29. Size required, No. 10.

SUMMER AND WINTER DRAWERS

Size.	Waist. Inseam.		Size.	Waist. Inseam.	
	Inches.	Inches.		Inches.	Inches.
1.....	32	29	12.....	38	33
2.....	32	31	13.....	40	29
3.....	32	33	14.....	40	31
4.....	34	29	15.....	40	33
5.....	34	31	16.....	42	29
6.....	34	33	17.....	42	31
7.....	36	29	18.....	42	33
8.....	36	31	19.....	44	29
9.....	36	33	20.....	44	31
10.....	38	29	21.....	44	33
11.....	38	31			

Undershirts:

Measure chest: 36 inches, No. 1; 38 inches, No. 2; 40 inches, No. 3; 42 inches, No. 4; 44 inches, No. 5; 46 inches, No. 6.

Shoes:

Great care will be taken in measuring the men's feet to get the proper fit of shoes. The regulations are most specific on this subject and are published in full here.

The following table taken from G. O. 22, 1915, as indicated in the text, is inserted here for your convenience:

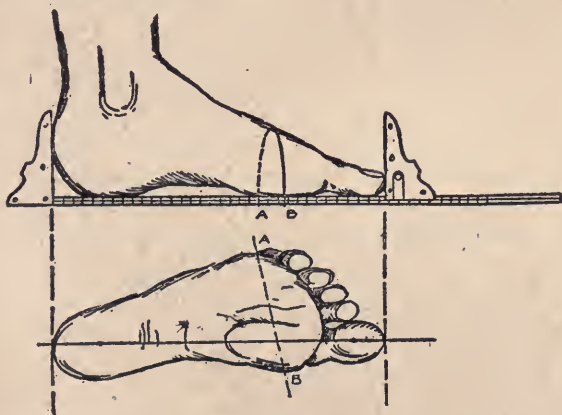
Widths	Sizes.															
	5	5½	6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12	
A..	Ball.....	7½	7¾	7¾	8	8½	8½	8½	8½	8½	8¾	8¾	9	9½	9½	9½
	Waist.....	7¾	7¾	8½	8½	8½	8½	8½	8½	8½	9½	9½	9½	9½	9½	9½
	Instep.....	8¼	8½	8½	8½	8½	8½	9	9½	9½	9½	9½	9½	9½	9½	10
	Length....	10	10½	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	12	12½	12½
B..	Ball.....	7¾	8	8½	8½	8½	8½	8½	8¾	8¾	9	9½	9½	9½	9½	9½
	Waist.....	8½	8½	8½	8½	8½	8½	8½	9½	9½	9½	9½	9½	9½	9½	9½
	Instep.....	8½	8½	8½	8½	9	9½	9½	9½	9½	9½	9½	9½	10	10½	10½
	Length....	10	10½	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	12	12½	12½
C..	Ball.....	8½	8½	8½	8½	8½	8½	8½	9	9½	9½	9½	9½	9½	9½	9½
	Waist.....	8½	8½	8½	8½	8½	8½	9½	9½	9½	9½	9½	9½	9½	9½	10½
	Instep.....	8¾	8½	9	9½	9½	9½	9½	9½	9½	10	10½	10½	10½	10½	10½
	Length....	10	10½	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	12	12½	12½
D..	Ball.....	8½	8½	8½	8½	8½	9	9½	9½	9½	9½	9½	9½	9½	10	10½
	Waist.....	8½	8½	8½	8½	9½	9½	9½	9½	9½	9½	9½	9½	10½	10½	10½
	Instep.....	9	9½	9½	9½	9½	9½	9½	10	10½	10½	10½	10½	10½	10½	10½
	Length....	10	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	11½	12	12½	12½
E..	Ball.....	8½	8½	8½	9	9½	9½	9½	9½	9½	9½	10	10½	10½	10½	10½
	Waist.....	8½	8½	9	9½	9½	9½	9½	9½	9½	9½	10½	10½	10½	10½	10½
	Instep.....	9½	9½	9½	9½	9½	9½	10	10½	10½	10½	10½	10½	10½	11	11
	Length....	10	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	11½	12	12½	12½
EE	Ball.....	8½	9	9½	9½	9½	9½	9½	9½	10	10½	10½	10½	10½	10½	10½
	Waist.....	9½	9½	9½	9½	9½	9½	9½	9½	10½	10½	10½	10½	10½	10½	10½
	Instep.....	9½	9½	9½	9½	10	10½	10½	10½	10½	10½	10½	11	11½	11½	11½
	Length....	10	10½	10½	10½	10½	11	11½	11½	11½	11½	11½	11½	12	12½	12½

Fit of Shoes and Care of Feet of Enlisted Men.—With a view to increasing the marching capacity of troops, company commanders will personally measure the feet and fit the shoes of men of their commands and will be held responsible that the instructions herein contained are strictly followed.

All measurements prescribed herein will be taken with the soldier standing in bare feet and with a 40-pound burden on his back, bearing the entire weight upon the foot to be measured. Balance may be preserved by resting the hand on a fixed object. The measurements of the foot, which must be taken to make suitable preliminary selection of the shoe to try on, are (a) the length; (b), the circumference around the ball.

To measure the length the soldier will stand with foot upon the foot measure, furnished by the Quartermaster's Department, fitted in a slot in a board, the heel of the soldier fitting snugly against the heel block. The movable block will then be pushed up until it touches the end of the great toe. The scale on the top of the measure, which is graduated in sizes, will then be read, and the proper length of the shoe will be determined, approximately, by adding 2 to the reading of the scale; thus, if the soldier's foot scales $6\frac{1}{2}$, a shoe not smaller than $8\frac{1}{2}$ should be tried on first.

To take the ball measure, pass the foot tape, supplied by the Quartermaster's Department, around the foot at the prominent tubercle at the base of the great toe and the prominent tubercle at the base of the little toe. The position of the tape is shown by the line A—B in the diagram below:



The tape should lie closely to the flesh, but should not be so tight as to compress it. Having taken the foregoing measurements, the shoe best suited to the foot will be determined by reference to G. O. 22, 1915. For example, assume that the circumference of the ball is found to be $9\frac{1}{4}$ inches. In the table on page 28 of the aforesaid circular, under the heading "Marching shoes," it will be seen that for a foot requiring an $8\frac{1}{2}$ shoe a ball measurement of $9\frac{1}{4}$ inches corresponds

to a D width. The size of shoe to try on for actual fitting is, then, in this case, $8\frac{1}{2}$ D.

If the ball measurement found as above does not correspond exactly with any ball measurement given in the table, then the narrower of the two widths between which the measurement lies should be selected.

Beginning with the size and width thus tentatively selected, shoes will be tried on until a satisfactory fit is secured. Correct fit in waist and instep will be determined experimentally. To determine the fact of fit the shoe will be laced snugly and the soldier with a 40-pound burden upon his back will again throw his entire weight on one foot. The officer will then press in the leather of the shoe in front of the toes to determine the existence of sufficient vacant space in that region to prevent toe injury. Under no circumstances should this vacant space in front of the great toe be less than two-thirds inch; nor should there be pressure on the top of the toes. The officer will then grasp with his hand the leather of the shoe over the ball. As his fingers and thumb are brought slowly together over the leather, the shoe should feel snugly filled without apparent tension, while the leather should lie smoothly under the hand. If the leather wrinkles under the grasp of the hand, the shoe is too wide and a narrower width is needed; if the leather seems tense and bulging and the hand tends to slip over easily, the shoe is too narrow and a greater width is necessary.

It may be necessary to try on several pairs of shoes in this manner before an entirely satisfactory shoe is secured. A record of the proper size and width of shoes as determined above will be kept as provided by paragraph 37, Uniform Regulations.

Measurements will be taken and shoes will be fitted as prescribed at least once in each enlistment and the record will be changed from time to time if subsequent fittings render a change necessary.

Sizes called for in requisitions will conform to the record, and the fact of fit of shoes issued on such requisitions will be personally verified in every instance by company commanders in the manner above prescribed.

No shoes will be issued to or worn by enlisted men while on duty which are not fitted in accordance with this order.

New shoes should be adapted to the contours of the feet as soon as possible. Shoe stretchers, with adjustable knobs, to take pressure off painful corns and bunions, are issued by the Quartermaster's Department.

All shoes should be properly broken in before beginning a march, but if this is impracticable then the following is suggested but not required:

The soldier stands in his new shoes in about $2\frac{1}{2}$ inches of water for about five minutes until the leather is thoroughly pliable and moist; he should then walk for about an hour on a level surface, letting the shoes dry on his feet, to the irregularities of which the leather is thus molded in the same way as it was previously molded over the shoe last. On taking the shoes off a very little neat's-foot

oil should be rubbed into the leather to prevent its hardening and cracking.

If it is desired to waterproof the shoes at any time, a considerable amount of neat's-foot oil should be rubbed into the leather.

Light woolen or heavy woolen stockings will habitually be worn for marching, but Commanding Officers of organizations may authorize the wearing of cotton stockings in individual cases where the Surgeon certifies to the fact that the wearing of such stockings subserves the best interests of the service. The stockings will be large enough to permit free movement of the toes, but not so loose as to permit of wrinkling. Darned stockings or stockings with holes will not be worn in marching.

Company commanders, by frequent inspection throughout the year, will maintain the feet of their men in condition for proper marching. They will cause the proper trimming of nails, removal or paring of corns and callouses, relief of painful bunions, treatment of ingrowing nails, and other defects, sending serious cases to the Surgeon.

Additional sizes:

Belts, waists, 44 inches.

Gloves, O. D., wool, 9, 10, 11.

Hats, Service, 6¾, 6⅞, 7, 7⅛, 7¼, 7⅝, 7½.

Stockings, woolen, light, 9½, 10, 10½, 11, 11½, 12, 12½.

Record of Sizes.

Take an individual clothing slip, one for each man, and enter thereon the size of each article of clothing that he requires. These, when bound together, will form a loose leaf record that may be referred to as occasion requires.

PRICE LIST OF COMPANY STATIONERY

	300 Copies	500 Copies	1000 Copies
Official Envelope	2.25	3.25	5.50
C-102 Letterheads	2.00	2.75	4.00
D-104 Details-tomorrow	2.00	2.75	4.00
O-106 Record of Discipline....	2.00	2.75	4.00
O-108 Record of Clothing....	2.00	2.75	4.00
B. F.-107 Bill of Fare.....	2.00	2.75	4.00
Q. M.-100 Quartermaster.....	2.00	2.75	4.00
M. P.-105 Muster and Pay Roll	3.00	4.25	6.00
B. C.-109 Bunk Card.....	2.50	3.50	5.25
Monthly Date Pay.....	2.00	2.75	4.00
101 Pass	2.00	2.75	4.00
P. R. 101 Record Rifle.....	2.00	2.75	4.00
Information Slip	2.00	2.75	4.00
P. D. 111-Pay Roll Collection..	.20	each	
Company Order No. 1.....	.02	"	

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109 LAFAYETTE STREET

NEW YORK

CHAPTER IX.

PUBLIC PROPERTY.

Reference A. R. 657 to 703.

Every article of public property has to be accounted for by some officer. If it is lost, destroyed or otherwise disposed of and the accountable or responsible officer is unable to account for it, he will have to pay for it from private funds.

Distinction between accountability and responsibility.

An officer who has charge of public property and who is required to make a return for it is said to be "Accountable" for the property.

An officer who has charge of public property and who is not required to make a return for it is said to be "Responsible" for the property.

Thus a Regimental Supply Officer has certain property for which he is required to render a return at stated periods. He is accountable for the property. He issues this property to a Company Commander on Memorandum Receipt (Q. M. C. Form No. 227). The Company Commander is responsible for the property.

All property pertaining to the equipment of a Company is now issued by the Regimental Supply Officer on Memorandum Receipt.

When the initial issue is made, or at the beginning of a quarter when settlement is made, a memorandum receipt is prepared by the Supply Officer showing all the articles of property when in the hands of the Company Commander. When additional property is required it is issued on a Memorandum Receipt Debit Slip (Q. M. C. Form No. 242), which is attached to and becomes a part of the original memorandum receipt. When property is turned back to the Supply Officer for any reason the Company Commander is given a Memorandum Receipt Credit Slip (Q. M. C. Form No. 243), which is likewise attached to the original memorandum receipt and becomes a part of it.

Ordnance property is also issued on Memorandum Receipt (A. G. O. Form 448). The Credit and Debit Slips are made interchangeable by erasing the words credit or debit as the case may be. The slips are abstracted on an abstract record of memorandum receipt employed as a loose leaf, using one slip for each article of property.

Issue of Public Property to Enlisted Men—When public property is issued to an enlisted man for his personal use in the military service, he receipts for same on an "Individual Personal Equipment" blank (Q. M. C. Form No. 501).

These receipts are kept in a loose leaf binder, one for each man who has public property in his possession. When he turns in property he receives credit for same on the blank and when he draws additional articles these are charged against him in the spaces under the heading "changes" on the blank form.

FOR SUPPLIES IN USE

VOUCHER NO. 10~~XXXXXXXXXXXXXXXXXXXX~~

MEMORANDUM RECEIPT

QUANTITY	ARTICLES	CONDITION
	EQUIPAGE	
150	Cots, G.M.	Serviceable
300	Blankets, O.D. Light	"
1	Desk, field	"
20	Tents, pyramidal large	"
20	Stoves, tent	Worn
	MISCELLANEOUS	
8	Boilers, field range asstd.	New
15	Buckets, G.I. water	"
1	Range, field No. 1	"

Fort Platt Barracks, N.Y. July 10, 1917

I acknowledge to have received from _____

Captain Wm. R. Cole, Q. M. CorpsQuartermaster at Platt Barracks, N.Y.

the above-named articles in condition as stated for use of _____

Company "A" 40th. Infantry

I am responsible for said supplies and will produce the same when called upon to do so by proper authority.

Wm. L. HILLARDCaptain 40th. Infantry

Fort _____

Received this _____ day of _____

1917, from _____

_____ the above-named articles in condition

as stated, which were issued to _____

_____ on Memorandum Receipt No. _____

dated _____ 1917

Company Administration

YOU. No. 10-1

MEMORANDUM RECEIPT

DEBIT SLIP

Fort Platt, Bks., N.Y., Date, July 16, 1917, 191

Issued this date for use of _____

Company "A" 40th. Infantry

The following listed QUARTERMASTER Stores.

[illegible]

T.M.SCULLY
Sergt.Q.M.Corps

STOREKEEPER

Received the articles listed above.

Horace N. Hunter

Q M C Form 242 Supply Sgt. Co. "A" 40th. Infy. 3-4807

YOU. No. 10-2

MEMORANDUM RECEIPT CREDIT SLIP

Fort Platt. Bks., N.Y. Date, July 27, 1917, 191

Received from Company "A" 40th. Infantry .

[illegible]

T.M.SCULLY

Sergt. Q. M. Corps,

Storekeeper

Q. M. C. Form 243.

FREE
\$ 2-185

Form No. 448 B, A. O. O.
(Authorized Sept. 28, 1915.)
Ed. Jan. 24-17-30,000.

ABSTRACT RECORD OF MEMORANDUM RECEIPTS.

Post (or) }
Organization } Company "A" 40th. Infantry

ORDNANCE (ENGINEER-SIGNAL) PROPERTY.

DATE.	M. R. NO.	DEBIT.	CREDIT.	BALANCE.	INITIALS ON TRANSFER.
7/1/17	1	23		23	
7/27/17	2		5	18	

Article Cleaning rods

Class VII Section 1

Form No. 448, A. O. O.
Authorized Sept. 28, 1915.

No. 1^a

Form No. 448, A. O. O.
Authorized Sept. 28, 1915.

No.

MEMORANDUM RECEIPT.

~~DEBIT~~
DEBIT } SLIP.

Issued to
~~TURNED IN BY~~ } Company "A" 40th. Infantry

Fort Platt, Bks., N. Y. Date July 1, 1917

Authority

ORDNANCE (ENGINEER-SIGNAL) PROPERTY.

NO.	ARTICLES.
23	CLASS VII-1 Cleaning rods
18	Cleaning-rod cases
150	Rifles, U. S. A., caliber .20

Received the above-named articles.

(Sig.) Wm. L. HILLARD

(Rank) Captain 40th. Inf.

(Signed in duplicate) Office Comdg. Co. "A"

MEMORANDUM RECEIPT.

~~CREDIT~~
~~DEBIT~~ } SLIP.

~~TURNED IN BY~~
Turned in by } Company "A" 40th. Infantry

Fort Platt, Bks., N. Y. Date July 27, 1917

Authority

ORDNANCE ~~ENGINEER-SIGNAL~~ PROPERTY.

NO.	ARTICLES.
5	CLASS VII-1 Cleaning rods

Received the above-named articles.

(Sig.) F. C. YATES

(Rank) Captain 40th. Inf.

(Signed in duplicate) Office Supply Officer

[illegible]

Statement of Charges—When articles of public property are issued to enlisted men as a part of their personal equipment or for their use and the articles are lost, broken or destroyed through carelessness, the man responsible for same is required to pay for them.

In such cases the cost price of the articles in question are charged against the man on the Pay Rolls of the organization and the Quartermaster making payment deducts the amount from his pay. This procedure is, however, subject to the limitation prescribed in A. R. 686, which prescribes that the soldier is entitled to have a "Survey" on the property in question if he feels that for any reason the charge is unjust.

In order that the officer accountable for the property may have a voucher for dropping same from his returns, the Company Commander each month makes out a "Statement of Charges" (Q. M. C. Form No. 208), on which is consolidated all the charges against enlisted men deducted on the pay roll in question. This Statement of Charges is signed in duplicate by the Company Commander and submitted to the Quartermaster at the time payment is made. The Quartermaster either replaces the property enumerated on the statement or issues a credit slip for same in favor of the Company Commander and the transaction is complete.

PRICE LIST

OF

COMPANY STATIONERY

	300	500	1000
	Copies	Copies	Copies
Official Envelope	2.25	3.25	5.50
C-102 Letterheads	2.00	2.75	4.00
D-104 Details-tomorrow	2.00	2.75	4.00
O-106 Record of Discipline....	2.00	2.75	4.00
O-108 Record of Clothing....	2.00	2.75	4.00
B. F.-107 Bill of Fare.....	2.00	2.75	4.00
Q. M.-100 Quartermaster.....	2.00	2.75	4.00
M. P.-105 Muster and Pay Roll	3.00	4.25	6.00
B. C.-109 Bunk Card.....	2.50	3.50	5.25
Monthly Date Pay.....	2.00	2.75	4.00
101 Pass	2.00	2.75	4.00
P. R. 101 Record Rifle.....	2.00	2.75	4.00
Information Slip	2.00	2.75	4.00
P. D. 111-Pay Roll Collection..	.20 each		
Company Order No. 1.....	.02 "		

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109 LAFAYETTE STREET **NEW YORK**

Q.M.C. Form 208

Post Property Account - Statement of Charges

List of Articles of Quartermaster's Supplies for which Captain Wm. L. Willard, 40th. Inf'ty.

is responsible, and which have been charged to the following-named enlisted men of Company "A"

40th. Inf'ty., during the month ending on the 31st. day of July 1917, 19

NAMES.	ARTICLES CHARGED.					VALUE.	ROLLS ON WHICH CHARGED	CAUSE OF CHARGE.
	.38	.35	.30	.45		Dolla. Cts.		
Kerns, Charles Sergt.	1			1		45	July 1917	Lost through carelessness
Bisio, Frank T. Cook	1	1				1 25	July 1917	Broken through carelessness
Wilson, Peter F. Pvt., 2						76	July 1917	Lost through desertion Report of survey here with.
Note on back of form.								
Articles of Quartermaster Supplies in ordinary use by soldiers may be charged to them on the Muster and Pay Rolls when lost or destroyed by their fault.								
TOTAL	2	1	1	1				

I CERTIFY that the above statement is correct; that the charges have been made, and for the reasons stated.

Wm. L. Willard

Captain 40th. Inf'ty.

Survey of Property.

Reference A. R. 710 to 726.

When public property is lost in the Military Service or becomes unserviceable from causes other than by fair wear and tear, or is unsuitable for the service, it will be surveyed by a disinterested officer detailed for the purpose.

In such cases the officer responsible for the property makes out a Report of Survey (A. G. O. Form No. 196) in triplicate, which he forwards to the Commanding Officer.

The Commanding Officer details an officer to survey the property in question. The Survey Officer arrives at a finding in the case and makes recommendation based upon same.

If the finding and recommendation are approved by the Commanding Officer he affixes his signature and the transaction is complete.

Before making out a survey on property the Company Commander and Company Clerk should read over and digest the regulations on the subject and the instructions on the back of the form.

Instructions for Making Out a Report of Survey.

1. **Use, Number of Copies, and Disposition**—This form will be used in making reports of survey on all classes of public property acted upon by a surveying officer. Each report will be made in triplicate and disposed of as prescribed in Army Regulations. In the column headed "Date and Circumstances" will be entered a statement of the circumstances attending the loss, damage, or destruction of the articles surveyed, and, in the case of ordnance stores, the date of their receipt.

2. **Classes of Property**—Property of different staff departments, or property carried on separate returns, will not be entered on the same report, but separate reports will be made for each class of property.

3. **Documentary Evidence**—Where documentary evidence is submitted it will be marked "Exhibit A," "Exhibit B," etc., and will be so noted and referred to by the surveying officer in his report. All documentary evidence will be inserted and fastened between the leaves of the report.

4. When any stores are included that have been lost, destroyed, or damaged by means other than fair wear and tear in the service, the facts will be sworn to as indicated on page 2. If the oath is subscribed to by the responsible officer the certificate need not be subscribed to. If the oath is subscribed to by any other individual than the responsible officer, he will subscribe to the certificate.

5. In case property that is unserviceable through fair wear and tear in the service only is covered by the survey the certificate only will be completed by the signature of the responsible officer, but the surveying officer will exercise great care in examining such property and state in his findings whether he found that its unserviceable condition is due to fair wear and tear in the service. In case its unserviceable condition is not found to be due to such cause he will fix responsibility for such damage upon the proper party.

6. **Army Regulations**—The survey of property is covered in paragraphs 710-726, Army Regulations (1913), which define the duties of surveying officers, fix the power of the convening authority, and give instructions relative to the preparation and disposition of survey reports. For survey of band instruments, see also A. R. 1179, of china and glassware of outgoing organizations, see also A. R. 1023; of silken colors, standards, and guidons, see also A. R. 239.

7. For classes of unserviceable property that may be destroyed or turned in to depot on approved recommendation of a surveying officer, see A. R. 678, 717, 907, 1520, 1534, and 1537, as amended.

8. **Brass Trimmings**—Before leather or other stores belonging to the Ordnance Department are destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor and turned over to the Post Ordnance Officer, and the certificate of the officer witnessing the destruction will contain a statement to the effect that these articles have been removed and turned over to the Post Ordnance Officer. (For the disposition of this material by Post Ordnance Officers, see paragraph III, General Orders No. 9, War Department, 1911).

9. **Loss of Small Arms**—When a survey is made on the loss of small arms, the report must show whether or not the arms were stored at the time of the loss in arm racks or arm lockers furnished by the Ordnance Department for their safe keeping, or were being used at the time in the performance of military duty. In all cases the report must show clearly whether or not every reasonable precaution was taken to prevent the loss. In this connection see paragraph 5 of the G. O. No. 20, War Department, May 26, 1916, regarding issue of arm racks and arm chests for the safe keeping of small arms, etc.

10. **Survey Reports Subvouchers to Statements of Charges**—Reports of survey authorizing charges against enlisted men, including deserters, are subvouchers to the Statement of Charges and will accompany it.

11. **Desertions**—Wherever public property is lost in consequence of the desertion of an enlisted man, a surveying officer will report on the missing property, but its value can not be charged against the deserter in the absence of an approved report of survey to that effect. (Paragraphs 116 and 687, A. R., 1913).

Form for Affidavit to Accompany Report of Survey.

AFFIDAVIT.

Platt. Barracks, }
County of Clinton, }
State of New York. }
ss.:

Personally appeared before me, one Private William Wisdom, Company "A," 40th Infantry, who, being sworn according to law, deposes and says:

That he was a member of a detachment of Company "A," 40th Infantry, detailed for guard duty at Grand Isle.

That while enroute on Lake Champlain from Platt. Barracks to

That incident to the upsetting of the boat the following articles of public property that had been issued as a part of his personal equipment were lost. Viz.: 1 Haversack, 1 Canteen cover, dismounted, 1 Canteen, 1 Meat can, 1 Pack carrier.

WILLIAM WISDEM,
Private Company "A," 40th Infty.

Sworn to and subscribed before me this }
15th day of July, 1917. }

JAMES MONROE,
Major, 40th Infantry,
Trial Officer, Summary Court.

(Triplicate)

NOTE.—Read carefully the instructions on the back of this blank before preparing report.

Page 1

ORDNANCE

Property Submitted for Survey

(Class of property.)

Responsible officer: Captain Wm. L. HILLARD, 40th. Infy.

Accountable officer: Captain F.C.YATES, 40th.Infty.

Quantity.	ARTICLES.	VALUE.		Disposition.*	Issued.	DATE AND CIRCUMSTANCES. (See Instruction No. 1.)
		Dolls.	Cts.			
	CLASS IX-1					
1	Canteen cover, dismounted		44			Lost through upsetting of a boat on Lake Champlain July 10, 1917, in which a detachment of Co. "A" 40th. Infantry were traveling from Platt Barracks, N.Y., to Grand Isle, N.Y., for guard duty.
1	Canteen		72			
1	Haversack	1	83			
1	Meat can		42			
1	Pack carrier		51			
	Total	1	92			

The articles indicated have been issued by me, and those directed turned in have been received by me.

The articles indicated above as turned in have been turned in by me, and those indicated as issued have been received by me.

U. S. Army,
Supply Officer.

U. S. Army,
Organization Commander.

* Abbreviations as follows: To be destroyed, D; hold for inspector, I; use in repair, R; continued in service, S; turn in to supply officer, T.

Form No. 196, A. G. O.
Ed. Aug. 25-16-200,000.

Destroyed.	Value.
Previously this quarter.....	8.65
On this survey.....	3.92
Total to date.....	12.57
Maximum authorised.....	18.75
Balance to carry	6.18

(Leave out words not needed.)

I do solemnly swear that the articles of public property named hereon were lost, ~~damaged, destroyed,~~ in the manner stated, while in the public service.

DANIEL J. LYNCH

(Name.)

Supply Sergt. Company "A" 40th. Infy.

(Rank and organization.)

Sworn to before me, and subscribed in my presence, this 15th. day of

July 1917, 191

JAMES MONROE

(Name.)

Major 40th. Infantry

(Rank and organization.)

Trial Officer, Summary Court

(Office.)

I certify that the loss, ~~destruction, damage, destruction,~~ of the articles of public property named hereon was occasioned by unavoidable causes, and without fault or neglect on my part; and that each article listed hereon with a view to elimination by destruction, has been examined by me personally, has never been previously condemned, has become unserviceable in the manner stated herein, and is, in my opinion, worthless for further public use.

Wm. L. HILLARD

(Name.)

Captain 40th. Infantry

(Rank and organization.)

Responsible Officer.

Fort Platt Barracks, N.Y., July 16, 1917, 191

To 1st. Lt. John J. Boyd, 40th. Inf.

who, by order of the commanding officer, is appointed surveying officer on the articles of public property named hereon.

A. E. HENRY

(Name.)

Captain 40th. Infantry.

(Rank and organization.)

Adjutant.

I have examined all available testimony in this case, and it is my belief that the articles enumerated herein were lost in the manner stated and that no person can be held responsible for same.

RECOMMENDATIONS

That the responsible officer, Captain Wm. L. Hillard, 46th. Infantry be relieved from responsibility and the accountable officer, Captain F. C. Yates, 40th. Infantry be relieved from accountability for the articles and authorized to drop same from his returns.

LIST OF WITNESSES:

Captain Wm. L. Hillard, 40th. Infantry

Private William Wisdom, Co. "A" 40th. Inftry.

JOHN J. BOYD

(Name.)

1st. Lieut. 40th. Infantry

(Rank and organization.)

Surveying Officer.

APPROVED:

HENRY MINERS

(Name.)

Colonel 40th. Infantry

(Rank and organization.)

Commanding.

FIRST INDORSEMENT

Fort _____, 191 . To _____ who will witness the destruction of the unserviceable property, the destruction of which, as approved by me, is recommended by the surveying officer.

I have personally inspected the property and, in my opinion, it has no salable value.

The articles of ordnance property designated for destruction are utterly worthless.

(Name.)

(Rank and organization.)

Commanding

SECOND INDORSEMENT

Fort _____, 191 . To the Commanding Officer:

I have this day witnessed the destruction of the property referred to in the foregoing indorsement, and have complied with paragraph 9 of the instructions on the back hereof.

(Name.)

(Rank and organization.)

STATIONERY.

Reference: A. R. 1062-1063.

There is no prescribed allowance for a Company. Usually the Commanding Officer publishes a memorandum, in which he indicates the quantities that he deems necessary and requisitions (Q. M. C. Form No. 204) are submitted at the beginning of each quarter of the Fiscal Year for the quantity so stated.

REQUISITION FOR STATIONERY

On Captain Wm.R. Cole, QMC., Q.M.

ISSUED.	RE- QUIRED.	ITEMS.	RECEIVED the items noted as issued this 10th day of July 1917 Wm. I. Hillard Captain 40th Inf. Comdg. Co. 3-1918
1	1	Bands, rubber, gross.	
		Books, blank, No.	
		Envelopes, plain, No.	
300	300	Envelopes, penalty, No.	
1	1	Erasers, rubber, No.	
1	1	Fasteners, paper, boxes.	
1	1	Ink, black, bottles.	
1	1	Ink, red, bottles.	
		Mucilage, bottles.	
12	12	Pads, memo., No.	
12	12	Paper, blotting, sheets.	
25	25	Paper, carbon, sheets.	
		Paper, envelope, sheets.	
		Paper, foolscap, quires.	
		Paper, legal cap, quires.	
10	10	Paper, legal cap, T. W., quires.	
		Paper, letter, quires.	
10	10	Paper, letter, T. W., quires.	
5	0	Paper, note, quires.	
6	6	Pencils, lead, No.	
4	2	Penholders, No.	
24	24	Pens, steel, No.	
1	1	Pina, cone, No.	
1	1	Ribbons, T. W., No.	
		Sealing wax, ounces.	
1	1	Tape, office, pieces.	

The items requested are needed by me
for military purposes.Wm. I. Hillard
Captain 40th Inf.
Comdg. Co. 3-1918

APPROVED:

HENRY NIXERS
Colonel 40th Inf.
Comdg. Officer.

This requisition is made out in the Company Orderly Room, forwarded with the morning report on the first day of the quarter. The Commanding Officer approves same by affixing his signature. The requisition is then sent direct to the Quartermaster, who has the supplies prepared for issue and so notifies the Company Commander when they are ready. The stationery is then drawn in the usual manner. The Company Commander signs the receipt for same on the face of the blank.

Cleaning Materials—The allowance of Police and Cleaning Materials for a Company is prescribed in Army Regulations, Pars. 1181 and 1182. This is procured quarterly on Requisition (Q. M. C. Form No. 176).

Q. M. C. Form No. 176.

REQUISITION.

For Company "A" 40th. Infantry
(Organization.)

Platt Barracks, N. Y., July 1, 191 7
(Station.)

REQUIRED.	ISSUED.	ARTICLES.
27	27	Brooms, corn
18	18	Brushes, scrubbing
12	12	Lye, cans
9	9	Mops, cotton
6	6	Mop handles
18	18	Soap, scouring cakes

I certify that the articles and quantities thereof specified above are needed for my command.

Wm. L. Hillard

Captain 40th. Infantry

Received July 9, 1917, 191
the articles noted as issued.

T. T. Scott

2nd. Lieut. 40th. Infantry

The present allowance is shown on the blank form. At the beginning of the quarters of the Fiscal Year, July 1, October 1, January 1, and April 1, requisitions are submitted to the Regimental Supply Officer, who makes the issue on them.

CHAPTER X.

MUSTER AND PAY ROLLS.

Reference A. R. 807 to 810-132-1472-1572.

On the last day of February, April, June, August, October and December Muster Rolls (A. G. O. Form No. 61) are prepared by every organization and detachment in the service.

The Muster Roll is the official military record of the soldier to which reference is made in the investigation and settlement of claims or questions affecting the officers and enlisted men whose names are borne thereon, for the period covered by same.

The Muster Roll is made up in the Company orderly room prior to the date of muster. The Commanding Officer issues orders for the muster of the command on the last day of the month, prescribes the time of muster, where the muster is to be conducted, the formation, the uniform to be worn, the equipment to be carried and whether or not the muster is to be preceded by a review or inspection or both.

For example:—Let us assume that the muster is to be conducted on the Company parade by the Battalion Commander. The Captain causes the Company to be formed in line at the hour designated, wearing the uniform and carrying the equipment prescribed in the order. When the Company has been reported to the Captain by the first Sergeant he "Opens Ranks" and takes his post 3 paces in front of the right guide of the Company.

The mustering officer approaches. He halts in front of the Captain. The Captain salutes. The Mustering Officer returns the salute and says: "Prepare your Company for inspection." The Captain faces to the left and commands "Prepare for inspection," and faces to the front. The Mustering Officer conducts such inspection as he may desire. The Captain returns to his post. The Mustering Officer directs "Prepare your Company for muster." The Captain faces to the left and gives the command: 1. "Right shoulder." 2. "ARMS, Attention to muster."

At this time one of the musicians who has been charged with the custody of the muster roll comes around the right of the Company and hands the roll to the Captain. The roll is accompanied by a list of absentees showing the name and rank of the man and the cause of his absence. This list is given to the Adjutant. The Company Commander calls the names of the men. As each man's name is called he answers "Here," and comes to the order arms. When the Captain calls the name of a man who is absent the Adjutant answers "Here," and checks the man's name on the list in his possession.

The muster completed the Mustering Officer directs: "Dismiss your Company. Have them stand by their beds for inspection of quarters." The Captain repeats the order to the First Sergeant who comes around the right flank of the Company and salutes. The Captain returns the salute. The First Sergeant commands: 1. "Inspection."

2. "ARMS." 1. "Port." 2. "ARMS." 1. "Stand by your beds for inspection of quarters." 2. "Dismissed." The men repair to quarters, place their rifles in the arm racks and each man stands at attention at the foot of his bed. The Mustering Officer passes through the barracks, cantonment or tents as the case may be and makes a thorough inspection of same.

When muster is preceded by a review and inspection the Company is prepared as heretofore indicated, and the same commands are given. The Captain does not salute as the Mustering Officer approaches him.

The absentees from the formation are mustered by the Adjutant at a later time from the list of absentees in his possession.

The Muster Rolls are signed by the Captain. They are then sent to the Mustering Officer, who completes and signs the certificate at the end of same and within 3 days after the muster forwards one copy to the Adjutant General of the Army and returns the other copy to the Company Commander for file with the company records.

On the month when muster rolls are not prepared the organization is mustered on the pay roll in a manner similar to that indicated herein.

All officers, non-commissioned officers, and others concerned in the preparation of this roll, are enjoined to exercise great care to make the roll complete. When filed in the Adjutant General's office, the roll will become the record to which reference will thereafter be made in the investigation and settlement of claims or questions affecting the officers and enlisted men whose names are borne on the roll, and their heirs, for the period covered by it.

INSTRUCTIONS FOR THE PREPARATION OF MUSTER ROLLS.

1. **Names To Be Entered on Roll.**—All officers and enlisted men will be taken up on the rolls from the date of receipt of notice of their assignment by competent authority, whether they have yet joined or not, and will be entered in the following order: First, commissioned officers belonging to the organization in order of rank; second, commissioned officers attached to the organization in order of rank; third, non-commissioned officers in the order of the grades given in paragraph 9, A. R., the names under each grade heading appearing in the order of the dates of warrants; fourth, all others, except musicians and privates, in alphabetical order of grade; fifth, musicians; sixth, privates. The names of the men under each grade heading, except non-commissioned officers, will appear alphabetically. [Lance corporals will be carried under the heading of privates.] The names and the grade headings (first sergeant, quartermaster sergeant, sergeants, corporals, etc.), which will precede the names under each different grade, will follow one another without interval except when made necessary by the use of two or more lines in the column for "Remarks," after a name. In all cases the last name will be written first, e. g., Smith, John A., not John A. Smith. In the case of recruits forwarded from recruit depots, the receipt of the descriptive and assignment card will be considered as a notice of assignment. Care will be taken to have names of soldiers and dates of enlistment correct.

The names of officers attached to an organization will be borne on the muster rolls of the organization to which attached, but the names of the enlisted men attached will not be borne on the muster rolls of the organization but on a separate (detachment) roll.

2. **Remarks.**—Under the head of "Remarks" will be carefully stated opposite the name of the person concerned:

- (a) **Assignment.** The date when any assignment takes effect, with number and source of order therefor;
- (b) **Date of Joining.**—The date that any officer or enlisted man joins, whether originally or from any absence, and, if originally, the source of gain;
- (c) **Command, Assignment to or Relief from.**—The date an officer assumes or is relieved from any command;
- (d) **Changes of Rank or Grade.**—All changes of rank or grade, with dates of changes, and numbers, and sources of orders;
- (e) **Sentences.**—All sentences, with dates of same and numbers and sources of orders;
- (f) **Absence.**—All cases of absence of twenty-four hours or more, the nature and commencement of, and periods authorized, with numbers and sources of orders; and this will be stated on the first roll, and on subsequent rolls, while such absences continue, will be noted —— (nature of absence), since —— (month, date, year), see roll (period)——, (first roll bearing entry), 19—; and in case of absence on detached service, sick, or in confinement, the place of absence will be set forth;
- (g) **Injuries or Wounds.**—All injuries or wounds received during the period covered by the roll, and whether or not contracted in line of duty;
- (h) **Confinement.**—All cases of confinement, with dates; and when by civil authority the nature of the offenses, whether prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted;
- (i) **Medal of Honor and Certificate of Merit.**—On the first muster roll after receipt of notice of the award of a medal of honor or certificate of merit, the fact of the award, together with the date of the engagement and the cause of the award, will be noted;
- (k) **Discharge.**—Opposite the name of every soldier discharged, whether honorably, dishonorably, or without honor, will be noted, whether or not the service of the soldier was honest and faithful, and, in the case of honorable discharge, the character given on the discharge certificate, and all unauthorized absences exceeding one day, with dates, will be noted. Unauthorized absences will also be noted in the case of discharge without honor. If no unauthorized absences are of record that fact will be stated. When the words "No objection to his re-enlistment is known to exist" are erased (by lining out) on the discharge certificate, that fact, with the reason for such action, will also be

noted on the roll, except in the case of a soldier discharged on surgeon's certificate of disability.

3. Changes Since Last Muster:

- (a) **Those Who Have Ceased to Belong to the Company.**—The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last bimonthly muster. These will be classed in the following order: Discharged, transferred, died, retired, deserted, dropped; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and numbers, and sources of orders, or description of authority, be always carefully given. Under each heading the names will appear in the order prescribed in Instruction 1.
- (b) **Retention Beyond Date of Enlistment.**—When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the cause of such retention will be stated.
- (c) **The Names of Soldiers Discharged and Re-enlisted,** or who have deserted and rejoined from desertion since last bimonthly muster, will be placed both in the body of the roll and under the appropriate headings as having been discharged, having deserted, etc.
- (d) **Deserters.**—The date and place of the return of a deserter to military control, whether he surrendered to or was apprehended by the military or civil authorities, and in the latter case the date of surrender or apprehension will be noted on the first roll. On subsequent rolls until the result of the trial has been published, or the case otherwise disposed of, will appear the remark, "Awaiting trial (or result of trial) for desertion. See roll for 191..." On the rolls following the final disposition of the case will appear the data given on the first roll, and also the date, with number and source of the order announcing the man's return to duty or the result of the trial. [Note.—The restoration to duty without trial of a deserter by competent authority, i. e., the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations, can be ordered only in case the desertion is admitted, and must not be confused with the removal, by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.]

4. **Abbreviations.**—The abbreviations authorized in the preparation of the pay roll may be used on the muster roll.

5. **Extra Sheets.**—If additional space be found absolutely neces-

sary, the roll will be enlarged by stitching into the middle of it an extra sheet or sheets, Form No. 61-1, A. G. O., provided for that purpose. Under no circumstances will half sheets be used or pieces of paper be attached to the roll. Paper fasteners, wire, or paste will not be used in joining the sheets of the roll.

6. **Typewriting Roll.**—The preparation of muster rolls on a typewriting machine is authorized provided a black record ribbon of standard quality is used. The original copy of the roll will be forwarded to The Adjutant General's Office. Carbon copies of rolls will not be forwarded to that office.

7. **Dots and "Ditto."**—The use of dots and the word "ditto" is prohibited.

8. **Ruled Columns.**—The ruled columns will not be used for purposes other than as stated in these instructions or indicated in the printed headings.

9. **Correction of Rolls.**—Corrections on muster rolls, after muster and before they have been forwarded to The Adjutant General of the Army, will only be made with the approval of the mustering officer. Retained rolls will not be changed until authority therefor has been obtained from The Adjutant General.

10. **Detachments.**—This roll will not be used to muster detachments.

11. **Disposition Made of Rolls.**—Within three days after each bi-monthly muster, the mustering officer will forward to The Adjutant General of the Army a copy of the muster roll of each company, battery, troop or detachment. A duplicate of the muster roll will be retained. Blanks will be supplied from the Adjutant General's Department. The roll for The Adjutant General's office will be folded evenly in three folds, with the brief on the outside. It will not be folded or creased to fit an envelope, but will be mailed in an envelope of the proper size or in a wrapper made especially for the purpose.

A sheet of model remarks will be furnished upon application to the Adjutant General of the Army.

MUSTER ROLL of Company "A" of the 40th. Infantry
 Army of the United States from the 1st. day of July 1917, 191 (date of last
 bimonthly muster), to the 31st. day of August 1917, 191

NAMES, PRESENT AND ABSENT, AND RANK. (Commissioned and noncommissioned officers accord- ing to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
CAPTAIN William L. Hillard 1st. LIEUT. Arthur Howell			Comdg. Co. On leave for 3 mos since June 4, 1917 per S.O. 90 W.D., May 25, 17
2nd. LIEUT. Samuel Loftus			Duty with Co.
1st. SERGEANT Willie, Charles G.	May 16/16		Aptd 1st. Sgt. fr. Sgt. July 7/17, GO 12, 1917
MESS SERGEANT Kennedy, Willard	Aug. 4/15		Sick in PH. Madsa. Bks., N.Y., July 10 to 18/17
SUPPLY SERGEANT Lynch, Daniel J.	Sept. 8/14	Absent	On two mos furlough since Aug. 4/17. A.R. 106
SERGEANTS Kern, Franklin F.	June 1/17		Name changed fr. Franklin P. Kelley to Franklin P. Kern, Letter AGO July 10/17 Returned fr furlough Aug. 5/17
CORPORALS Donaldson, Henry G.	July 6/17	Absent	Reenl Warnt as Corp. contd. DS since July 14/17 at Washington Bks., D.C., Par 22 SD 110 WD 1917
BUGLERS Benderson, Henry A.	Mch. 25/16		In hands C Auth. fr Aug. 7 to 15/17. Offense Disorderly conduct. Acquitted. Sick in PH Platt. Bks., N.Y., August 20 to 28/17. Injured on target range August 20/17. LD.
MECHANICS Vard, Herman T.	Feb. 28/16		In confinement July 18 to 22/17 awaiting trial. Forfeited 1/3 of his pay per mo for 2 mos. SC July 22/17
COOKS Sturgis, Clarence R.	July 6/16		Transferred as Pvt fr Corp. Co C this Regt July 1/17, RSO 47, 1917. Joined Ed. Aptd Cook fr Pvt July 2/17 GO 12, 1917
PRIVATES 1st. Cl. Adams, John Q.	Jan. 13/14		In confinement fr Aug. 2 to 29/17 awaiting trial for desertion. Charge removed as hav- ing been erroneously made. Restored to duty without trial. Par 18 SO 198 N.E. Dept. 1917
PRIVATES Bellington, Stephen W.	June 19/15		Deserted at Platt. Bks., N.Y., July 7/17. Sur- rendered at Ft. Porter, N.Y., July 28/17. Tried found guilty AWOL only and sentd. to forfeit 2/3 of his pay per mo for 3 mos. GCNO 860 N.E. Dept. 1917

PRIVATEs (Contd)		
Morton, Charles J.	July 7/17	Assigned to Co July 7/17. Joined Bd.
LOSS.		
DISCHARGED		
SERGEANT		
Atkins, Thomas J.	July 15/18	Honorably discharged July 14/17 at Platt. Bks., N.Y. SCD Character: "Excellent" .Service Honest and Faithful. No AWOL. No absence from duty under GO 45 WD 1914.
CORPORAL		
Donaldson, Henry G.	July 6/18	Honorably discharged July 5/17 at Platt. Bks., N.Y., per ETS. Character: "Very Good" Service Honest and Faithful. No AWOL. No absence: fr duty under GO 45 WD 1914.
TRANSFERRED		
CORPORAL		
Baneroft, Charles F.	Aug. 10/16	Transferred to Co. "M" 18th. Infy. July 21, 17, Par 11 SO 101 WD 1917
RETIRED		
1st. SERGEANT		
Griffith, Harry K.	Oct. 15/14	Retired July 6/17 at Platt. Bks., N.Y., Par 7 SO 98 WD 1917 .
DESERTED		
PRIVATE		
Dickens, Henry M.	June 1/16	Deserted July 10/17 at Platt. Bks., N.Y.
DROPPED		
PRIVATE		
Johnston, Joseph A.	Jan. 21/17	Discovered to be a deserter fr the Navy. July 2/17. Dropped fr records July 20/17. Letter AGO WD July 17/17.

I certify that this muster roll is made out in the manner required by the printed instructions; that the remarks set opposite the name of each officer and soldier are accurate and just; and that it exhibits the true state of the organization for the period mentioned herein, as required by Regulations and the Rules and Articles of War.

STATION: Platt Barracks, N.Y.

DATE: August 31, 1917

Wm. L. Eillard

Captain 40th. Infantry

Commanding the Organization.

I certify that I have carefully examined this muster roll, and that I have mustered and minutely inspected the organization, the condition of which is found to be as expressed in my remarks hereunto annexed (see note *).

MILITARY APPEARANCE: Very Good.

ARMS: Very Good.

ACCOMMODATIONS: Very Good.

CLOTHING: Very Good.

HENRY MINERS

Colonel 40th. Infantry

Inspecting and Mustering Officer.

*NOTE.—It is made the special duty of the inspecting and mustering officer to add the appropriate remarks according to the facts determined in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department. He will also see that the roll is signed by the proper officer; that the absences are recorded in the column provided for that purpose, and that the roll in the main is correct.

MODEL REMARKS FOR MUSTER ROLLS.

(Note.—These Model Remarks are intended as a guide for placing Data on the Muster Rolls required by the printed instructions for the preparation of those rolls.)

Absence.

(a) **Civil Authorities.**—In hands CAuth fr Jan 10 to Feb 3/14. Offense: Drunk and disorderly. Convicted (acquitted, released on bail, or released without trial).

(b) **Detached Service.**—DS since Jan 15/14 at HQE Dept. Par 15 SO 20 E Dept 1914.

(c) **Furlough.**—On one mos furlough since Aug 10/14. AR 106.

(d) **Sick.**—(1) Sick in Walter Reed Gen Hosp July 5 to Aug 20/14.
(2) Sick in PH Ft Jay, N Y, since May 10/14.

(e) **In Confinement.**—In confinement since Apr 20/14 at Ft Ontario, N Y. See Roll for Mar and Apr 1914.

(f) **With Leave.**—On 10 days' leave July 20-30/14. SOP 100 1914.

(g) **Without leave.**—AWOL Aug 10 to 15/14 (or since Aug 10/14).

(Note.—Absence of less than 24 hours will not be noted.)

Appointments Continued in Force.

(a) Reenl Wrnt as Sgt, and Apmt as 1st Sgt contd.

(b) Reenl Wrnt as Sgt (or Corp) contd.

(c) Reenl Apmt as Ck contd.

Apprehension. (See Desertion.)**Assignment.**

(a) Assigned to Co RSO 10 Mar 5/14, not yet joined.

(b) Joined by assignment May 14/14, SOP 20, 1914.

(c) Assigned to Co May 20/14 D and A Card joined Sd (or not yet joined).

Attached. (In case of officers only.)

Attached to Co. Par 1 RSO 40, 1914 joined Aug 10/14.

Certificate of Merit.

Awarded C of M for saving the life of a comrade in a skirmish with Filipinos at Tayug, P I, Aug 10/13. GO 20 WD 1914.

(Note.—To be noted only on first roll after receipt of notice of award.)

Change of Name.

Name changed fr John A Smith to Robert A Jones. Letter AGO July 10/14.

Changes of Rank or Grade.

(a) Aptd Sgt Maj fr July 2/14. RO 20, 1914.

(b) Aptd Bn Sgt Maj Aug 2/14. Bn O 12, 1914, under AR 256.

(c) Aptd 1st Sgt fr Sgt Aug 5/14. CO 5, 1914.

(d) Aptd Sgt fr Corp Aug 1/14. RO 10, 1914.

(e) Aptd Corp fr Pvt July 5/14. CO 7, 1914, under AR 271, 275.

(f) Aptd Ck fr Pvt July 5/14. CO 6, 1914.

(g) Rd fr 1st Sgt to Sgt Aug 5/14. CO 5, 1914.

(h) Rd fr Sgt to Pvt and forfeit one mos pay SC July 20/14.

(Note.—All other changes of rank or grade will be reported in like manner.)

Command.

- (a) Comdg Co.
- (b) Comdg Co since Aug 15/14. SOP 25, 1914.
- (c) Comdg Co Aug 10 to 13/14.
- (d) Relieved fr command of Co Aug 15/14. Par 5, SO 100 WD. 1914.

Confinement.

In confinement July 2, to 6/14. SC July 2/14.

(Note.—See also under headings, “Absence,” “Desertion,” and “Sentences.”)

Death.

Died July 15/14, at Ft Jay, N Y.

Desertion.

- (a) Deserted July 5/14, at Ft Porter, N Y.
- (b) Deserted July 5/14, at Ft Jay, N Y, apprehended July 19/14, by CAuth, Chicago, Ill., returned to Mil control at Ft Sheridan, Ill., July 20/14. Tried for desertion, found guilty, and sentenced to be confined at hard labor for 4 mos. GCMO 460 C Dept, 1914 (or tried for desertion and acquitted; or, tried for desertion and found guilty of AWOL only and sentenced to forfeit 2 mos pay and suffer a stoppage of \$50 reward for apprehension and delivery). In confinement serving sentence.

(c) Apprehended Aug 5/14, at Albany, N Y, by Mil Auth. In confinement since that date awaiting trial or result of trial.

(d) **Restoration to duty without trial.**—In confinement fr July 4 to Aug 10/14 awaiting trial for desertion. Restored to duty without trial. Par 3, SO 64 E Dept, 1914.

(e) **Removal of charge.**—In confinement fr July 4 to Aug 10/14 awaiting trial for desertion. Charge removed as having been erroneously made. Par 5 SO 64 E Dept, 1914.

(f) **Desertion and fraudulent enlistment.**—

- (1) Upon the first roll following apprehension will be noted as follows:

On the roll of the organization from which he deserted: “Apprehended (or surrendered) July 1/14 while serving in _____ under the name of John A Jones; in confinement at Ft Logan, Colo, awaiting trial.” On the roll of the organization in which serving fraudulent enlistment: “Apprehended (or surrendered) July 1/14 as Martin Brown, who deserted Nov 2/12 from _____; in confinement awaiting trial.”

- (2) See heading “Dropped” (a) for remarks in case of conviction of desertion and fraudulent enlistment and sentenced to be dishonorably discharged.
- (3) See heading “Dropped” (b) for remarks if soldier is not dishonorably discharged, but held to serve out balance of legal enlistment.
- (4) If such soldier be held to service as of his fraudulent enlistment and is ordered to be discharged from his enlistment from which he deserted, he will be discharged from the

organization from which he deserted and held to service as of the date and the name under which he fraudulently enlisted.

Discharge.

1. Honorable.

- (a) **Expiration of Service.**—Hon disch Aug 9/15, at Ft Jay, N Y, per ETS. Character: Excellent. Service honest and faithful. AWOL May 5 to 9/14 (or no AWOL). Absent fr duty Feb 5, 10/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914). Retained in service to make good AWOL (or absence fr duty under GO 45 WD 1914, or for convenience of Government).
- (b) **By Purchase.**—Hon disch Dec 30/15, at Ft Jay, N Y, par 2 SO 95 E Dept 1915. Character: Excellent. Service honest and faithful. AWOL Apr 11 to May 10/15 (or no AWOL). Absent fr duty July 6 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).
- (c) **By Order.**—Hon. disch Sept 30/15, at Ft Jay, N Y, par 15 SO 98 WD 1915. Character: Very good. Service honest and faithful. AWOL July 3 to 10/15 (or no AWOL). Absent fr duty Aug 12 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).
- (d) **On Surgeon's Certificate of Disability.**—Hon disch Nov 30/15, at Ft Jay, N Y, on SCD. Character: Good. Service honest and faithful. AWOL July 16 to 20/15 (or no AWOL). Absent fr duty Oct 16 to 30/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

2. **Discharge, (Sec. 3, Par. 150, A.R.)**—Dsich Nov 8/15, at Ft Jay N Y, par 4 SO 21 E Dept 1915 (or SCD, or ETS). Character: (That which may have been recorded on discharge certificate.) Service honest and faithful (or not honest and faithful). Is not recommended for re-enlistment (stating the reasons therefor). AWOL Feb 3 to 10/15 (or no AWOL). Absent fr duty May 11 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

3. **Dishonorable.**—Dishon disch Dec 20/15, at Ft Jay, N Y, per GCMO 378 E Dept 1915. Service not honest and faithful. Character: (That which may have been recorded on discharge certificate.) Service not honest and faithful. AWOL June 3 to 20/15 (or no AWOL). Absent fr duty Oct 21 to 30/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

- (a) **Dishonorable Discharge Suspended.**—Tried by GCM and sentenced to be dishonorably discharged, etc., per GCMO 1812 E Dept 1915. Sentence of dishon disch suspended. I; conf at

Dropped.

(a) **Apprehended (or surrendered)** May 20/14 as Martin Brown, who deserted Nov 2/12 fr——; convicted of desertion and fraudulent enlistment and sentenced to be dishonorably discharged, etc. GCMO 450, E Dept, 1914. Dropped fr records July 1/14.

(b) **Apprehended (or surrendered)** May 20/14 as Martin Brown,

who deserted Nov 2/12 fr ———; held to serve out balance of his legal enlistment. Par 4 SO 75, WD, 1914. Dropped fr records July 1/14.

(c) Discovered to be a deserted fr the Navy (or Marine Corps) Aug 2/14. Dropped fr records Aug 20/14. Letter AGOWD Aug. 17/14. (See par 133, AR.)

Injuries or Wounds.

Sick in PH Ft Jay, N Y, Aug 5 to 11/14 inc. Injured (or wounded) on target range Aug 4/14 LD (or not LD).

Joining, Date Of. (See "Assignment," "Desertion," "Return from absence," and "Transfer.")

Medal of Honor.

Awarded Medal of Honor for gallant and meritorious conduct at the battle of San Juan, Cuba, July 2/11. GO 40, WD, 1914.

(Note.—To be noted only on first roll after receipt of notice of award.)

Return from Absence. (In cases of absence reported on last muster roll.)

Returned fr leave or furlough, or AWOL, or absent, sick, or confinement, or DS) Aug 25/14.

Retirement.

Retired Aug 10/15, at Ft Jay, N Y, par 1 SO 125 WD 1915.

Sentences.

(a) Forfeit \$5 SC May 5/14.

(b) Forfeit \$10 per mo for 6 mos and to be confined for same period fr Aug 2/14. GCMO 420, E Dept, 1914.

Transfer.

(a) Transferred as Sgt fr Sgt Co B this Regt July 10/14. RSO 7, 1914. Joined Sd.

(b) Transferred as Pvt fr Sgt Co B this Regt Aug 15/14. RSO 40, 1914. Joined Aug 17/14.

(c) Transferred to Co A 1st Inf Aug 20/14. Par 1, SO, 150 WD, 1914.

(d) Furloughed and transferred to Army Reserve Dec 20/15, under GO 11 WD 1913. Character: Excellent. Service honest and faithful. AWOL May 5 to 9/14 (or no AWOL). Absent fr duty Feb. 11 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914). Retained to make good AWOL (or absence fr duty under GO 45 WD 1914).

PAY ROLLS.

Reference A. R. 1318-1321, 1326, 1329, 1332-1334, 1337.

Pay Rolls (Q. M. C. Form 366 and 366a) are prepared at the end of every month. They contain the names of every man belonging to the Company, the date of his enlistment and a notation under the heading "Remarks" of anything that affects his "pay status."

On the odd numbered months of the calendar year when no Muster Rolls are prepared the organizations are mustered on the pay roll, the same procedure being carried out as indicated in the notes under the heading Muster Rolls.

The question of what remarks are to be entered on the Pay Roll may be readily determined by the fact as to whether or not the remark will affect the pay of the soldier. If it does it should be entered. If it does not it should be omitted. This is the final test.

Muster and Pay Roll Data.

To the end that all remarks that should be entered on the Muster and Pay Rolls be made correctly and that none be omitted, it is necessary to have a simple and systematic system for assembling this data. The "Muster and Pay Roll Data Card" is probably the best that has been devised for the purpose.

Whenever anything happens that affects the status of the soldier a notation of the facts is entered on the card at the time so that the task of entering the remarks on the Muster and Pay Rolls consists of simply copying the information that has been entered on the cards for the period in question. The system works out with a minimum of time and labor.

Instructions for Preparation of Pay Rolls.

Reference G. O. No. 40 W. D., 1916.

1. Pay Rolls are not only the guide for immediate payment of troops interested, but when filed in the Treasury Department they become the record to which reference will thereafter be had in the investigation and settlement of claims or questions affecting the pay of men whose names are borne thereon, for the period in question.

2. The Pay Roll consists of assembled Q. M. C. Forms Nos. 366 and 366a, fastened together along the left margin by sewing or stapling machine.

3. Three copies are made—two for the vouchers of the paying officer and one to be retained as a part of the Company Records.

4. Only one copy of the roll is signed by the men. When the roll is made on the typewriter, with carbons, the original is the one signed. When payment is made by check none of the rolls are signed. Only men who are to receive pay are allowed to sign the roll. If for any reason a soldier who has signed the roll does not receive his pay the officer witnessing payment draws a line through his name and notes on the retained roll "NOT PAID." This fact is entered on the "Data Card" immediately after payment so that it may not be missed on next month's roll.

5. Typewritten and carbon copies are permitted, provided a record ribbon is used; carbons must be clear and legible. The original goes to the paying officer for use as a voucher to his money returns.

6. Names of enlisted men will be entered on pay rolls in the following order:

1. Non-commissioned officers in the order of grade prescribed in A. R. 9. The names in each grade appear in the order of the dates of their warrants, i. e., in order of rank.
2. Buglers, in the order of date of appointment.
3. Mechanics, in order of date of appointment.
4. Cooks, in order of date of appointment.
5. Privates, First Class, alphabetically.
6. Privates, alphabetically.

7. Men separated from their organization are mustered and paid on detachment rolls. Columns should be ruled in the column of remarks to show the Company and Organization to which they belong.
8. The use of the word "ditto" or the sign for same (") is prohibited. Nothing will be entered in the Company under the several columns on the right hand page of the roll. These are intended for the paying officer.
9. In the column headed "Remarks" will be entered everything that may affect the soldiers' pay and nothing will be entered that does not affect it.
10. When a soldier was last paid, of a different date from that on which the organization was last paid, this fact will be entered opposite the man's name in the column of remarks as Last Paid to — by —. (Note the Company Commander's Certificate on the front of the roll as to date of last payment.)
11. Following the names of all members of the organization are entered the names with appropriate remarks of all men who have been permanently separated from the service since the last "Muster for Pay." These in the following order, and in the order in each class as indicated under Par. 6 above:
 1. Discharged.
 2. Furloughed to the reserve.
 3. Transferred.
 4. Died.
 5. Retired.
 6. Deserted.
 7. Missing.

Model Remarks for Pay Rolls.

Absence without leave: AWOL July 7 to 11/17 (An absence of less than 24 hours is not noted on the pay rolls).

Sickness not in Line of Duty: Sick, not LD, GO 31/12 and 45/14 July 13 and 18 inc.

Allotments: Alot \$10 per mo, 12 mos fr Jan 1/17 to Dec 31/17, or Alot \$10 per mo, 12 mos fr Jan 1/17, Almt disc with June 30/17. Letter QMG June 8/17.

Appointments: Aptd 1st Stg fr Sgt CO 8 Aug 10/17.

Aptd Corp fr Pvt 1st class RO 141 Sept 4/17.

Aptd Cook fr Pvt CO 9 Aug 21/17.

Appointments continued: Disch July 28/17 Wrnt as Sgt contd.

Disch July 28/17 Apt as Cook contd.

Desertion: Deserted at Platt Bks July 10/17. Due Sol Clo \$2.55 Deps \$25. Due U. S. Ord \$3.71. Due PE Platt Bks \$3. Last pd to June 30/17 by Capt. Cole. AWOL July 3 to 5/17.

Foreign Service: Left U. S. for —, Dec 4/17.

Overpayment: Due U. S. 5 da AWOL June 18 to 22/17. Omitted from June pay rolls.

Due United States: Due U. S. Clo \$4.73. Due U. S. Ord \$1.71. Due U. S. Transp. fr Albany to Platt Bks furnished by Capt Doe QM.T/R 2323 July 19/17.

Reductions: Rd fr 1st Sgt to Sgt CO 12 Sept 18/17.

Rd fr Cook to Pvt CO 12 Sept 18/17.

Rd fr Corp to Pvt SC Sept 4/17.

Sentences: Forfeit 3 days' pay SC Sept 18/17.

Confined 3 mos and forfeit 2/3 pay for like period
GCMO, 340, ED Aug. 27/17.

Transfer: Transf to 59th Inf Aug 4/17 Par 2 SO 189 ED Aug 1/17.

Last Paid: Last paid to May 31/17 by Capt Dale.

Pay for Qualification in Marksmanship: ER, Ss, Mm.

Page 2.

PAY ROLL OF Company "A" 40th. Infantry, from July 1, 1917, 191 to July 31, 1917, 191
(Organization.) (Regiment or Corps.)

NAME, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT NUMBER.	REMARKS.
1st.SERGEANT			
1 Willis, Charles G. MESS SERGEANT	May 16/16	6	ER. Aptd lat.Sgt.fr Sgt July 7/17.CO 12,1917
2 Kennedy, Willard SUPPLY SERGEANT	Aug. 4/15	4	Sw.Aug.6/16. Due US: Crd.65¢ Clo.\$6.50
3 Lynch, Daniel J. SERGEANTS	Sept. 8/14	4	Mm. Last paid to May 31/17 by Capt.Cole
4 Kern, Franklin P.	June 1/17	3	Alot.\$15 per mo. for 6 mos fr Apl.1 to Sept. 30/17.
5			
CORPORALS			
6 Donaldson, Henry G.	July 6/17	2	Disch July 5/17 wrnt as Corp contd. Pay due from enl
7			
BUGLERS			
8 Henderson, Henry A.	Mch. 25/16	1	Alot \$12 per mo. fr Jan 1/17;almt discontd with June 30/17,Letter QMC June 15/17
9			
MECHANICS			
10 Ward, Herman T.	Feb. 28/17	5	Forfeit 1/3 of his pay per mo. for 2 mos.SC July 22/17. Due PE Platt.Bks.,N.Y.,\$5
11			
COOKS			
12 Sturgis, Clarence R.	July 6/16	3	Aptd Cook fr Pvt July 2/17.CO 13 July 2/17
13			
PRIVATEs 1st.Cl.			
14 Adams, John Q.	Jan. 13/14	2	Sick,not LD GO 31/12 and 45/14,July 7 to 11, 17 inc. SbO July 1 to 31/17,26 days worked 1 holiday and 4 Sundays
15			
16			
PRIVATEs			
17 Bellington, Stephen N.	June 19/15	1	Deserted at Platt.Bks.,N.Y.,July 7/17. Sur- rendered at Ft.Porter,N.Y.,July 23/17. Tried, found guilty of AWOL only and sent to forfeit 2/3 of his pay per mo for 3 mos. GCMO 36Q NE Dept.,1917. Due US: \$ 7.01 trans Buffalo,N.Y.,to Plattsburg,N.Y.,Com of rat- ions \$ 1.50 furnished by Capt.Mann QMC Ft. Porter,N.Y., T/R No. 4378 July 23/17. Due PE Ft.Porter,N.Y. 50¢
18			
19			
20			
21			
22 Morton, Charles J.	July 7/17	2	Pay due from enl. Due US: \$5 as ER for May 1917 on Vou.No 185 of Capt.Hughes,QMC. for May/17
23			
24			
25			

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT NUMBER.	REMARKS.
1 LOSS			
2 DISCHARGED			
3 SERGEANT Atkins, Thomas J.	July 15/13	3	Honorably discharged July 14/17 SCD
4 CORPORAL			
5 Donaldson, Henry G.	July 5/13	1	Honorably discharged July 5/17 ETS
6			
7 TRANSFERRED			
8 CORPORAL Bancroft, Charles F.	Aug.10/16	2	Transferred to Co "M" 18th. Infy., July 21/17 Par 11 SO 101 WD 1917
9			
10 RETIRED			
11 1st. SERGEANT Griffith, Harry K.	Oct.15/14	10	Retired July 6/17 Par.7 SO 98 WD 1917
12			
13 DESERTED			
14 PRIVATE Dickens, Henry M.	June 1/16	1	Deserted at Platt. Bks., N.Y., July 10/17. Due Sol: Clo.\$2.55, Deps.\$25. Due US: nothing Last paid to June 30/17 by Capt.Cole No.AWOL
15			
16 DROPPED			
17 PRIVATE Johnston, Joseph A	Jan.21/17	1	Dropped fr records July 20/17, Letter AGO WD July 17/17
18			
19			
20			
21			
22			
23			
24			
25			

CS-3466

Platt, Bks., N.Y., July 31, 1917, 191

(Station.)

(Date.)

I CERTIFY that this roll is made out as required by Army Regulations, and that the entries opposite each name are correct and just. Except as otherwise stated in "Remarks," each man whose name

appears on this pay roll was last paid to June 30, 1917, 191

by Capt. Wm. R. Cole, QMC, QM, USA.

Wm. L. HILLARD

Captain 40th. Infantry

Commanding Organization.

July 31, 1917, 191

(Date.)

I CERTIFY that I have this day mustered this organization, and find all present and absent are accounted for on this roll as required by Army Regulations.

HENRY MINERS

Colonel 40th. Infantry

Inspecting and Mustering Officer.

I CERTIFY that I witnessed the payment of this roll and that prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those men marked "Not paid."

Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the pay roll which bears signatures of the men for payment in cash.

I CERTIFY that this roll is a true copy of the roll upon which payment, witnessed by me, was made, excepting as to the signatures in the receipt column and the certificate as to witnessing the payment thereof.

Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the roll not receipted, and which constitutes the quartermaster's retained voucher.

COVER OF PAY ROLL.

CHAPTER XI.

DEPOSITS.

Reference A. R. 1361 to 1369.

Method of Making Deposits.

When Private Morton signs the Pay Roll at the end of the month he should notify the Company Clerk that he desires to make a deposit on pay day. The Company Clerk makes note of this and prior to the date set for payment of the Company makes out a deposit receipt in Private Morton's deposit book, which is kept on file in the company orderly room. (See form for "Deposit Receipt.")

On pay day after the Company has been paid Private Morton turns over to the Quartermaster making the payment, the amount he desires to deposit. The Company Commander presents the deposit book to the Quartermaster, who signs same as having received the money for deposit. The Company Commander attests the deposit receipt in the lower left hand corner.

As soon as practicable after payment the Company Clerk makes out a report of "Soldiers' Deposits" (Q. M. C. Form No. 8a), which includes the names, rank, organization and amount of deposit of all men who made deposits on this particular day with the Quartermaster, who made the payment. (See blank Soldiers' Deposits.) After examining this list and comparing it with the deposit receipt in the soldier's deposit book the Company Commander signs the report and it is mailed direct to the Quartermaster General of the Army, Washington, D. C.

To complete the record the deposit is entered on Private Morton's "Service Record," page 8.

When deposits are made at other times the same procedure governs. See "Final Statements." Reference A. R. 140.

Company Administration

Form for letter to Quartermaster General on transfer or desertion of a soldier who has made a deposit. (Reference A. R. Sec. 3, Par. 1361.)

Platt Barracks, N. Y.

September 20, 1917.

From: Commanding Officer, Co. "A," 40th Infantry.

To: Quartermaster General, U. S. Army.

Subject: Deposits, Transfer.

1. Private Charles J. Morton, Co. "A," 40th Infy., has this day been transferred to the Quartermaster Corps as private.

2. This soldier has the following deposit:

August 5, 1917. Capt. Wm. R. Cole, Q. M. Corps..\$25.00

WM. L. HILLARD,
Captain 40th Infantry.

\$ 25.00

Platt Barracks, N.Y.

August 5, 1917, 191

RECEIVED this day of Private Charles J. Morton

Co. "A", 40th. Reg't U. S. Infy., for deposit under Secs. 1305 and 1306, R. S.,

Twenty five-----DOLLARS,

ATTEST:

Wm. R. COLE

Captain Q. M. Corps, Quartermaster.

Wm. L. HILLARD

Captain 40th. Infantry, Commanding Company.

CHAPTER XII.

ALLOTMENTS.

Reference A. R. 1347 to 1360.

When an enlisted man on distant duty desires to make an allotment of his pay for the support of his family or relatives, or for his own savings, he makes application at the orderly room, giving the following information:

1. Name and address of the person or bank to whom the allotment is to be made.
2. The amount of the allotment per month.
3. The number of months for which the allotment is to run.
4. The month on which the allotment is to begin.
5. Name and rank of allotter.

The Company Clerk makes out an allotment form (Q. M. C. Form No. 38) in duplicate, which the soldier signs, and which is certified to by the Company Commander. The original is forwarded direct to the Quartermaster General of the Army, and the duplicate is retained in the allotment blank book as a permanent record of the transaction.

When a soldier desires to discontinue his allotment before the expiration of the period for which it was made, a blank form (Q. M. C. Form No. 39) is made out in the orderly room, signed by the Company Commander and forwarded direct to the Quartermaster General of the Army (A. R. 1351).

Payments to allottees is made by Quartermasters designated by the Quartermaster General of the Army.

Should an erroneous payment be made to an allotter, on account of the officer responsible for same failing to comply with the regulations, the amount will be charged against such officer and he will be required to make refund to the Government from his private funds.

Instructions for Soldiers' Allotments.

A soldier can not allot to himself.

The collection of a debt through the allotment system is contrary to the intention of the law.

For the purpose of savings enlisted men should be encouraged to accept the soldiers' Deposit System of the Army instead of allotting to banks.

On transfer, a soldier's descriptive list should show his allotment and to what time collection of allotment has been made from his pay.

Final statements should show the condition of a soldier's allotment, if he has one, giving the time for which same has been collected, including month for which last collection was made.

When practicable, allotments should commence with the first day of the month, and if discontinued prior to expiration should end with the last day of the month, in order to avoid confusion of accounts or delay in payment of last installment. But should an allotment for any reason be made to commence or terminate with an intermediate day of a month only a pro rata amount of the allotment will be deducted from the soldier's pay and paid the allottee for such month or months.

Allotments can not be made for a period extending beyond the period of the enlistment of the soldier.

Notice of death, desertion, or discharge of an allotter should be made promptly to the Quartermaster General, in order to stop payment beyond the time of leaving the service.

Allotter should inform their allottee that allotments are not payable until expiration of one month after the allotments accrue.

ORIGINAL.

To be sent to Quartermaster General.

Q. M. C. Form 38.

Fort Grant, Ariz.

(Station.)

December 15, 1916, 191

The undersigned hereby allots to Mrs. Mary C. Henderson

(Name of allottee.)

at 387 Lake Street, Chicago, Ill.

(Give complete post-office address.)

\$ 12.00 per month, for 18 months, commencing the 1st day

of January 1917, 191, and expiring the 30th day of June 1918, 191

the amount to be deducted from his pay for each month of the stated period.

Wm. L. HILLARD

(Certifying officer.)

HENRY A. HENDERSON

(Signature of allotter.)

Captain 40th. Infantry

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

DUPLICATE.

To be retained as record.

Q. M. C. Form 38.

(Station.)

, 191

The undersigned hereby allots to

(Name of allottee.)

at (Give complete post-office address.)

\$ per month, for months, commencing the day

of , 191, and expiring the day of , 191

the amount to be deducted from his pay for each month of the stated period.

(Certifying officer.)

(Signature of allotter.)

Allotment discontinued Request sent to Quartermaster General

Reason for discontinuance

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

2-5016

Co. "A", 40th. Regt. Infantry

Sgt. Charles A. Henderson

(Name and rank of allotter.)

March 25, 1916

(Date of enlistment.)

Regt.

Co.

(Name and rank of allotter.)

(Date of enlistment.)

DISCONTINUANCE. (SOLDIER'S ALLOTMENT.)

Co. "A" 40th Regt. Infantry
Bugler Henry A. Henderson
(Name and rank of allottee.)

Plati. Barracks, N.Y., June 1, 1917
(Date.)

191

The allotment of Henry A. Henderson Company "A" 40th. Infantry
(Name of allottee.) (Organization.)

of \$12.00 per month for 18 months, commencing January 1, 1917

191

to Mrs. Mary C. Henderson 387 Lake Street, Chicago,
(Name of allottee.) (Street and No.)

Ill. is hereby discontinued to take effect June 30, 1917
(State.) (Month and date.)

191

Reason for discontinuance Allottee residing with allottee

At this date the records show the soldier paid to include May 31, 1917

191

The allotment has been deducted from his pay to include May 31, 1917, 191, but
will be continued upon the pay rolls until acknowledgment of this discontinuance is received—
as required by Paragraphs 1350 and 1351, A. R., 1913.

HENRY A. HENDERSON

(Signature of allottee.)

Wm. L. HILLARD

(Certifying officer.)

Captain 40th. Infantry

NOTE.—The discontinuance of an allotment should be made to take effect the last day of a calendar month.

Q. M. C. Form 39,
Authorized April 15, 1913.

CHAPTER XIII.

THE COMPANY RETURN.

Reference A. R. 811.

On the first day of each month a Company Return (A. G. O. Form No. 30), which shows the condition of the organization at midnight on the last day of the preceding month, is submitted to regimental headquarters.

This return shows status of the commissioned personnel by number and name and that of the enlisted personnel by number only; all changes since the rendition of the previous return and a "Record of Events," that is, a brief statement of the duties and services performed by Company during the month covered by the return.

The returns of all the Companies of the Regiment are consolidated into a Regimental Return which is forwarded to the Adjutant General of the Army.

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME.

NOTE 1.—Officers will be accounted for by name under the following headings and in the order named: 1. Present; 2. Absent; 3. Resigned, died, or transferred; 4. Attached.

NOTE 2.—The date (with number, date, and source of order) on which an officer is assigned, attached, transferred to, or relieved from duty with, joins or redeems, the organization, assumes or is relieved from the command of it, or from any special duty, also all absences of whatever duration or from whatever cause, with authority therefor, and dates of departure and return will be stated opposite his name.

NOTE 3.—All cases of absence, the nature, commencement of, and termination, and periods authorized, with numbers, dates, and sources of orders (and in case of absence on detached service, sick, or in confinement, the place of absence) will be stated on the first return; on subsequent returns, while such absences continue, will be noted, " (Nature of absence) since (Month, date, and year) See return (month), 1917." (For return bearing this entry.)

NOTE 4.—Opposite the names of officers who have resigned or been transferred from the organization will be noted the date of resignation or transfer, with number, date, and source of order, and opposite the names of those who have died, the date, place, and cause of death.

NAME	RANK	REMARKS
William L.illard	Capt.	Comdg. Comp. Sick June 6 to 11
Samuel Loftus	2nd Lt.	Duty with Co. Comdg. Co., June 6 to 11. On leave 4 days per S.O. 26 Ft. Grant, Ariz. June 12/17, Left post June 12/17, rejoined June 16/17.
Absent		
Arthur Howell	1st Lt.	Transferred to Co. per RSO. 70 June 2/17. On leave for 3 mos. since June 4/17 per S.O. 90 W.D., May 25, 17. Never joined.
Attached		
Thomas J. Haley	1st Lt.	Attached to Co. since June 2/17 per S.O. 23 c.s. Fort Grant, Ariz. Joined ed.

RETURN OF
 COMPANY A
 (Organization)
 40th Inf.
 (Regiment)
 June 1917
 (Month)

RECORD OF EVENTS.

NOTE 1.—Actions in which the organization, or any portion of it, has been engaged, scouts, marches, maneuvers, changes of stations, and everything of interest relating to the discipline, efficiency, or service of the organization, will be minutely and carefully noted, with dates, places, distances marched, etc.

NOTE 2.—The name and rank of officers and soldiers killed, missing, or wounded in action, with dates and places, will be accurately noted.

The company performed the usual camp duties during month. Change of station: Company left Fort Grant, Ariz., June 17/17, arrived Plattsburg Barracks, N.Y., June 21/17. Practice march June 25 to 28/17; distance marched 48 miles from Plattsburg Barracks to Keeseville and return.

Form 1.—On the first day of each month every officer commanding a company, troop, or battery will send a copy of this return to regimental headquarters (in case of Coast Artillery to coast defense headquarters, and in case of Engineer companies, to battalion headquarters), and every officer commanding a company, troop, or battery not forming a part of a regiment, battalion, or squadron will send a copy to The Adjutant General of the Army. The return will be made out in duplicate and one copy retained. The retained copy will, if necessary, be loaned to post headquarters for the preparation of the post return. The making of carbon copies is authorized, but they must be clear and distinct and the original copy must be the one forwarded.

Company "A" 40th. Infantry, stationed at Plattsburg Barracks, N.Y.
(Organization.) (Regiment.)

CONDITION OF THE ORGANIZATION AT MIDNIGHT ON THE LAST DAY OF June 1917, 191

OFFICERS.				ENLISTED MEN.					STRENGTH LAST MONTHLY RETURN.		HORSES.				PIECES OF ARTILLERY.	
PRESENT.	ABSENT.		TOTAL.	PRESENT.	ABSENT.			TOTAL.	Officers.	Enlisted men.	Wounded in action.	Missing in action.	Serviciable.	Unserviciable.		Lost in action, shot, &c.
	Within the Department.	Without the Department.			On detached service.	For other causes.	Without the Department.									
2	1		3	139	5	3	8	150	8	150						
1			1													

* Officers and enlisted men attached will be reported on this line, but will not be included in any of the totals.

Number of men to be discharged during the next three months, 6; number who will probably reenlist, 2

EFFECTIVE STRENGTH: Officers, ; enlisted men,

(Effective strength will be reported only in campaign, and to determine such strength only those who are available for service in line of battle will be included. Officers or enlisted men who are sick or disabled, on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

ALTERATIONS SINCE LAST MONTHLY RETURN.

OFFICERS.				ENLISTED MEN.												
GAIN.		LOSS.		GAIN.					LOSS.							
By promotion or transfer.	By other.	Resigned.	Dismissed.	Transferred or promoted.	Killed in action.	Of disease.	Of other causes.	Total.	Discharged.	Retired.	Transferred.	Killed in action.	Of disease.	Of other causes.	Deserted.	Total.
1					2	2	1	1	1	7	1	1	1	1	1	1

Wm. L. Millard

Captain 40th. Infantry

THE FIELD RETURN.

Reference A. R. 812.

Whenever an organization leaves a station, joins again after an absence, sails from a port of embarkation, or arrives at a port of destination, a Field Return (A. G. O. Form 26) is submitted to the immediate superior of the Officer commanding the organization. A copy of this return is immediately forwarded direct to the Adjutant General of the Army.

In campaign the Field Return blank is used for any return of the Organization which may be required by higher authority.

FIELD RETURN

OF

Company "A"

40th. Infantry

FOR

June 1917. 191

Station Plattaburg Barracks, N.Y.

Wm. L. Willard

Captain 40th. Infantry

Commanding.

This form will be used as a DAILY FIELD RETURN, SPECIAL FIELD RETURN, or TRIMONTHLY FIELD RETURN, as required.

When used as a TRIMONTHLY RETURN, particular care will be taken to give the name of every regiment or detached company in full, and the brigade, division, and army corps to which it belongs.

This form will be used upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison: a copy to be forwarded at once directly to The Adjutant General of the Army.

The location and post-office address of a new post or camp must be stated.

In active campaigns this form will serve as a TRIMONTHLY RETURN, and will be used for regiments, independent companies, posts, districts, brigades, divisions, army corps, departments, or armies, and will be made out in triplicate on the 10th, 20th, and last day of each month (and after each action) from the latest returns which have been obtained at headquarters on those dates—one for the immediate commander, one to be sent directly to The Adjutant General of the Army, and one to be retained.

Form No. 36, A. G. O.
Ed. Mar. 10-11—75,000.

9-577

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME (NATURE OF ABSENCE WITH DATES TO BE STATED).
Note 1.—The name of the officers shown in the column "Commanding Officer" on the face of the return will not be repeated under this heading, except where it is necessary to give other information to complete the record of the officer during the period covered.

NO.	NAME.	RANK.	REGIMENT OR CORPS.	REMARKS.
1	Samuel Loftus	2nd. Lieut.	40th. Inf.	Duty with company
2	Arthur Howell	1st. Lieut.	40th. Inf.	On 3 mos. leave since June 4/17 per S. O. 90 W.D., May 25/17
3	Thomas J. Haley	1st. Lieut.	40th. Inf.	Attached to Comp'y. since June 2/17 per S.O. 23 c.s.f. Grant, Ariz.

CASUALTY RETURN.

Reference A. R. 818.

Immediately after any engagement where casualties have occurred the Commanding Officer of each organization that participated therein is required to prepare a return of casualties (A. G. O. Form 149).

This return will be made in triplicate, after the close of each action, by the commander of a post, detachment, independent Company, Regiment, District or Brigade, and will account for all casualties by name and figures.

The Commander of a Division, Corps, Army, or Department will consolidate these returns, in figures only, adding to such consolidation the casualties, by name and figures, of the staff, or detachment, at his headquarters.

One copy of this return will be forwarded by the officer making it to his immediate superior commander, one copy will be sent by mail directly to the Adjutant General of the Army, and one copy will be retained for file with the records of the post or organization.

RETURN of Casualties in Company "A" 40th. Infantry in action

8-2667

NO.	NAMES. (To be entered in order shown in recapitulation on first fold.)	RANK.	CO.	REGIMENT OR CORPS.	NATURE OF CASUALTY (Whether killed, wounded, or otherwise injured, or missing.)	NATURE OF
						SLIGHT OR SEVERE. (For wounded or injured only.)
1	Hutton, Edward H.	Corpl.	A	40th. Infy.	Killed	
2	Benton, George A.	Sergt.	A	40th. Infy.	Wounded	Severe
3	Anderson, Robert	Prvt.	A	40th. Infy.	Wounded	Slight
4	Wyskoff, Edwin,	Prvt.	A	40th. Infy.	Wounded	Slight

Station, Somewhere in FranceDate, December 21, 1917

at Somewhere in France ON December 21, 1917, 191

WOUND OR OTHER INJURY		ACTION OR ENGAGEMENT.		REMARKS.
LOCATION.	MISSILE OR WEAPON.	(If action or engagement covered more than one day, or occurred at more than one place, these columns will be filled in; otherwise, the entry of the place and date in the spaces provided at the top of this sheet will be sufficient.)		
		PLACE.	DATE.	
		Somewhere in France	Dec. 20, 1917	
Right Lung	Shell Fragment		do	
Right shoulder	Bullet		Dec. 21, 1917	
Left leg	Grenade		do	

Wm. L. HILLARD

Captain 40th. Infantry, Commanding.

191

CHAPTER XIV.
MILITARY CORRESPONDENCE.

Reference A. R. 775 to 790.

Company Commanders and Company Clerks should familiarize themselves with the contents of the paragraphs of the regulations referred to above.

Form for Official Letter.

File No. 1.

Company "A," 40th. Infantry,
Platt. Barracks, N. Y.,
July 21, 1917.

From: Commanding Officer, Co. "A," 40th. Inftry.

To: Commanding Officer, 40th Infantry.

Subject: Appointment of Non-commissioned Officers.

1. It is recommended that the following appointments of non-commissioned officers be made in this company:

To be Sergeant:

Corporal Alexander W. Houston, vice Wilson discharged

To be Corporal:

Private, First Class, Lake Mason, vice Houston appointed sergeant.

WM. L. WILLARD,
Captain 40th. Infantry.

Form for Indorsement.

Co. "A," 40th. Inf. Platt. Parracks, N. Y., July 10, 1917. To the Commanding Office, Platt. Barracks.

1. Subject matter of indorsement.

WM. L. HILLARD,
Captain 40th. Infantry.

Company Orders.

Company "A," 40th. Infantry,
Platt. Barracks, N. Y.,
August 2, 1917.

Orders:

No. 4

1. Private Charles J. Morton is appointed Private First Class.
2. Mechanic James Wilson is relieved and returned to duty as private.
3. Private Jack Nye is appointed Mechanic, vice Wilson, relieved.
4. Private, First Class, William Smith, is appointed Cook, vice Houch relieved.
5. Private Jim West is appointed bugler, to fill vacancy.

WM. L. HILLARD,
Captain 40th. Infantry.

Correspondence Book and Document File.

The Company keeps a record of its correspondence in what is known as the Correspondence Book, supplemented by the Document File.

The Correspondence Book is simply a blank book, having the first few pages devoted to an index.

The Document File is made up of copies of original communications written, or communications received, which are required to be retained as a part of the records of the organization.

Rules for Entries in the Correspondence Book.

1. The serial number of the item is entered.
2. The date of the communication or indorsement.
3. The date of receipt.
4. The name of the writer or his official designation.
5. A brief synopsis of the subject matter of the communication.
6. Notation of Inclosures with brief description of them in extraordinarily important cases.
7. The action taken on the communication.
8. Disposition of communication.

Example:

467. (1) July 10, 1917. (2)
 Recd. July 11, 1917 (3) C. O., Platt. Barracks, N. Y. (4)
 Application of Sergeant Elwood Hughes, Co. B, 23rd. Inf for transfer
 to Company as Private. (5) 2-Incls. Certificates of Discharge from
 previous enlistments. (6) Approved. (7) To C. O., Platt. Bks., July
 12, 17. (8)

Note: Numbers in parentheses refer to paragraphs in the rules above.

Indexing the above communication we would have: Under H, Hughes, Elwood—467. Under T, Transfer—467.

General Rules.

1. Where a complete copy of a communication is available for insertion in the Document File, it is not necessary to make an extensive entry in the Correspondence Book, only a simple notation.

468———Doc.

This indicates that communication 468 is complete in itself in the document file. The subject matter should, however, be completely indexed and cross indexed in the correspondence book.

2. The serial numbers in the Document File will not be complete with respect to those in the Correspondence Book, for there are many communications that are sent out and received which are not inserted in the file.

For example—Muster Rolls are forwarded. Mere notation of same is entered in the Correspondence Book.

As:

469. Aug. 2, '17.

Mustr Rolls forwarded through mustering officer.

470 Aug. 10, '17.

Service record Pvt. Joseph Smith, forwarded to Q. M. Fort Jay, N. Y.

3. Each entry in the Correspondence Book should be indexed under its subject matter, the name of the writer and names of other persons appearing in the communication. When a name has been once entered in the index it should not be repeated. Subsequent correspondence book numbers being entered opposite it.

For Example:

Hughes, Elwood 467, 524, 535,
Muster Rolls 469, 497, 524,

4. Leave a space of at least three lines below each entry in the Correspondence Book for use in making further notations regarding the subject should it become necessary.

5. When, for any reason, a communication is withdrawn from the Document File, a slip bearing a notation of such fact and the disposition that was made of the paper should be inserted in its stead.

Note:—A few minutes consumed in a careful study of A. R. 775 to 790 will save much correspondence and paper work. Insist on your Company Clerk being familiar with all of these regulations.

Instructions for Use of Correspondence Book.

(a) In the correspondence book will be entered with ink or indelible pencil, a brief of each item of correspondence in respect to which a record is necessary and a notation of the action taken thereon. Each item will be numbered from one forward continuously and without break for any new year. No communication exhibiting the notation of a previous entry should be again entered in the same correspondence book, unless, for special reasons, it should become necessary or desirable to transfer a remote entry to one of current date, or unless additional space should be required to continue the record. A space of at least three lines will be left below each original entry for use in continuing the record.

(b) Each item will be indexed under its subject, and when necessary under the name of the writer of the communication and the names of persons mentioned therein.

(c) The index entries will bear numbers corresponding to those of the items. Where many communications are received from the same official, the name of the writer need not be indexed if it be found that the index of the subject of such communication answers all practical purposes.

(d) The correspondence book will be supplemented by a "Document File." The papers of that file will be numbered to correspond with the numbers of the items and of the index entries and will be filed according to their serial numbers. The file will contain the original documents or communications when these are retained, and carbon, letterpress, or other legible copies of all letters, indorsements, or telegrams sent with regard to the same. The file will also contain similar copies of all letters, indorsements, or telegrams originating in the administrative unit or office. When more than one paper pertaining to the same item is placed on the file, the papers will be placed in an envelope, if practicable, and the number of the item will be noted thereon. Papers differently numbered, but on a related matter, may also be kept together when desired, but if so kept, a reference slip must be inserted to account for the paper absent from its serial place.

(e) No record will be made beyond the mere notation of the fact of origin or receipt and disposition in respect to the following:

1. All papers not pertaining to the business of the office at which

received; such papers should be transmitted forthwith to the proper place for action.

2. Accounts current; vouchers, returns of personnel and of stores and other property; inventory and inspection reports; requisitions; muster and pay rolls.

3. Mere letters of transmittal; such letters when received will be destroyed forthwith.

4. Requests for and acknowledgment of receipt of publications and blanks.

5. All other communications that have no permanent value and that are finally disposed of by answers thereto.

(f) The serial numbers in the "Document File" will consequently not be complete, but whenever a paper is filed therein the abbreviation "Doc." will be placed after the proper entry in the correspondence book in order to indicate that the paper itself, as well as any record pertaining to it, will be found in the "Document File."

CHAPTER XV.

FURLOUGH.

A Furlough is a permit in writing granting a soldier authority to be absent from his Command for a specified period of time, with authority to go to a definite place, both being cited therein.

Reference: A. R. 106 to 113, 1233, 1236 to 1238.

Procedure to Obtain Furlough.

Private Morton makes verbal application to the Company Commander for the furlough, stating:

1. Day he desires to leave (August 12, 1917).
2. Number of days furlough (10 days).
3. Place to which he desires to go (Newark, N. J.).

If the Company Commander approves, he directs the Company Clerk to make out a furlough for Private Morton (Form No. 66, A. G. O.). The furlough is made out, Private Morton is called in and requested to affix his signature at place marked (Signature of soldier) on page 2. The Company Commander signs the memorandum as indicated on page 2. The furlough is then sent to the Camp, Regimental, Post or other Commander (Par. 106-108, A. R.), with the following memorandum attached:

Memorandum:

Furlough: Private Morton.

1. No previous furlough.
2. Number of men on furlough 1.
3. Strength of Company 150.
4. Serving 2nd Enlistment Period. Date enlistment, July 7, 1917.
5. Soldier has sufficient funds to defray expenses.

WM. L. HILLARD,
Captain 40th Infy.

The Commanding Officer, if he approves the furlough, signs it at

the bottom of page 1 and it is returned to the Company orderly room for delivery to the soldier.

Private Morton goes on furlough. He returns on the date of expiration of same. He turns in his furlough at the orderly room, where the Company Clerk makes the entries as indicated on page 3 (A. R. 1233).

Private Morton takes the furlough thus completed to a Quartermaster, who will pay him "Commutation of rations" for the period of his furlough, that is, he is paid in cash the money value of the ration during the time that he was absent by authority. (Reference: A. R. 1236-1238).

Entry of furlough is made on page 4 of the Service Record.

FURLOUGH.

TO ALL WHOM IT MAY CONCERN:

Be it known, That in pursuance of authority in me vested by Par. 106 A.R.

(Give full reference to orders or other authority.)

a FURLOUGH is hereby granted to

Morton, Charles J.
(Surname.) (Christian name.)

a Private Company "A" 40th. Inftry.
(Grade.) (Company and regiment or corps or department.)

*for the period from August 12, 1917,

to August 21, 1917, both days inclusive, with permission to visit Newark, N. J.

The close of the last day of this furlough must find him with his Company at Platt. Bks., N. Y., or wherever it may then be for at

(Here enter name of post nearest home port of embarkation.)

Station: Plattsburg Barracks, N. Y.

Date: August 10, 1917

HENRY MINERS

Colonel 40th. Infantry

Commanding Post.

MEMORANDUM.

Pay and rations.—This soldier was last paid to include July 31, 1917; included on ration return to August 20, 1917; actually rationed to include August 11, 1917; the 9 rations overdrawn to be deducted from ration return of Comp'y "A" 40th. Infantry for the period from August 21, 1917, to August 31, 1917

Description of Soldier.

Age, 26; height, 5 feet 9 inches; complexion, Ruddy; eyes, Blue No. 2; hair, Brown

Signature of soldier: CHARLES J. MORTON

Wm. L. HILLARD

Captain 40th. Infantry

Commanding Company "A" 40th. Inftry.
(Organisation or detachment.)

CERTIFICATE OF TRANSPORT QUARTERMASTER OR AGENT, OR OF CAPTAIN OR PURSER OF COMMERCIAL LINE.

I certify that subsistence was furnished the above-named man from _____, 191, to _____, 191 (both dates inclusive), on _____, which arrived at _____, on _____, 191

*Strike out this line in case of furlough granted to a soldier serving in Porto Rico, Panama Canal Zone, Hawaii, Guam, the Philippine Islands, Alaska, or at any station beyond the continental limits of the United States. The furlough in such case takes effect on the date the soldier reaches the United States, which will be shown in the certificate of transport quartermaster or agent hereon.

†Strike out these lines if not applicable.

Plattsburg Barracks, N. Y.,

August 22, 1917, 191

The above-named soldier * reported for duty, as required by this furlough, on the 21st. day of August, 191 7, * was discharged per Special Orders, No. _____, Hq. _____, 191 , on the _____ day of _____, 191 , and will be included on ration return from and including † August 22, 191 7

The rations reported as overdrawn were duly deducted from the ration return referred to.

Wm. L. HILLARD

Captain 40th. Infantry

Commanding Compy. "A" 40th. Infy.
(Organization or detachment.)

Commutation of rations paid by Check No. _____,

on _____,

in favor of _____, or order,

dated _____, 191 . Am't, \$ _____

_____, Quartermaster.

*Strike out clause not applicable.

†A full day's ration is the unit. Paragraph 371, Army Regulations, 1913, prescribes three meals per day—breakfast, dinner, and supper. The credit in rations to be given an organization for messing men for a part of a day only should therefore be determined by dividing the total number of meals furnished by 3, and taking the quotient to the nearest whole number. A remaining fraction of 1/3 would thus be disregarded, whereas 2/3 remaining would count as a ration.

CHAPTER XVI.

CHARGES AGAINST ENLISTED MEN.

Reference: 922 to 943 and Manual for Courts Martial.

When a soldier commits an offense for which he is liable to trial by Court Martial, the officer cognizant of the fact "Prefers Charges" against him on the blank form (A. G. O., Form 594) provided for the purpose, in accordance with the instructions laid down in the Manual for Courts Martial and the instructions printed on the back of the form.

These charges correspond to an indictment before a Criminal Court in civil practice, while the specification is not required to be so technical as in the courts of civil life, nevertheless, great care should be taken to so word them that they fully describe the offense. In the Manual for Courts Martial will be found forms for specifications that cover practically every offense that the soldier may commit which would subject him to trial by a Court Martial. These forms should be adhered to by all officers who prefer charges.

CHARGE SHEET.

Number _____
(In summary Court only)

_____ Platt. Barracks, N.Y., July 10, 1917, 19____
(Place) (Date)
_____ Private Company "A" 40th. Infantry
(Surname.) (Christian name.) (Rank and organization.)
Date current enlistment, December 12, 1916.; Rate of pay, \$ 32.; No. previous convictions, None.
Previous service, 3 Yrs. Compy. "G" 2nd. Infy., Nov. 1/13 to Oct. 31/16, Character: Very Good.
(Give dates, with character given on each discharge.)

Date of—Arrest, July 9, 1917. Place where accused is now in arrest (or confinement) _____
Confinement, _____, 19____. Platt. Barracks, N.Y.

Witnesses:

1st. Sergt. Charles G. Willis, Compy. "A" 40th. Infy. _____;
Prvt. Charles J. Morton, Compy. "A" 40th. Infy. _____;

Charge I : Violation of the 61st. Article of War.

Specification 1 : In that Private Frank C. Jones, Company "A" 40th. Infantry, did at Plattsburg Barracks, N.Y., without proper leave, absent himself from his company from about 12.30 P.M., July 4, 1917 to about 8.30 A.M., July 9, 1917.

Charge II : Violation of the 96th. Article of War.

Specification 1 : In that Private Frank C. Jones, Company "A" 40th. Infantry, did at Plattsburg Barracks, N.Y., on July 9, 1917 through carelessness, discharge a service rifle in the cantonment.

Wm. L. WILLARD

Captain 40th. Infantry

Instructions.

1. **Submission of Charges**—All charges for trial by court martial will be prepared in triplicate, using the prescribed charge sheet as a first sheet and using such additional sheets of ordinary paper as are required. They will be accompanied:

(a) Except when trial is to be held by summary court, by a brief statement of the substance of all material testimony expected from each material witness, both those for the prosecution and those for the defense, together with all available and necessary information as to any other actual or probable testimony or evidence in the case; and

(b) In the case of a soldier, by properly authenticated evidence of convictions, if any, of an offense or offenses committed by him during his current enlistment and within one year next preceding the date of the alleged commission by him of any offenses set forth in the charges.

They will be forwarded by the officer preferring them to the officer immediately exercising summary court martial jurisdiction over the Command to which the accused belongs, and will by him and by each superior commander into whose hands they may come either be referred to a court martial within his jurisdiction for trial, forwarded to the next superior authority exercising court martial jurisdiction over the command to which the accused belongs or pertains, or otherwise disposed of as circumstances may appear to require. (M. C. M., par. 75.)

2. **Investigation of Charges**.—If the officer immediately exercising summary court martial jurisdiction over the Command to which the accused belongs or pertains decides to forward the charges to superior authority, he will, before so doing, either carefully investigate them himself or will cause an officer other than the officer preferring the charges to investigate them carefully and to report to him, orally or otherwise, the result of such investigation. The officer investigating the charges will afford to the accused an opportunity to make any statement, offer any evidence, or present any matter in extenuation that he may desire to have considered in connection with the accusations against him. If the accused desires to submit nothing, the indorsement will so state. In his indorsement forwarding the charges to superior authority the Commanding Officer will include:

(a) The name of the officer who investigated the charges;

(b) The opinion of both such officer and himself as to whether the several charges can be sustained;

(c) The substance of such material statement, if any, as the accused may have voluntarily made in connection with the case during the investigation thereof;

(d) A summary of the extenuating circumstances, if any, connected with the case;

(e) His recommendation of action to be taken. (M. C. M., par. 76.)

3. **Disposition of Copies of Charges**—(a) When trial is to be had by summary court the charges will be completed as the record of trial, a copy thereof will be completed as a copy of the summary

court record for the Company or other Commander, and the other copy will, with the least practicable delay after action has been taken on the sentence, be completed and transmitted as the required report of trial to the officer exercising general court martial jurisdiction over the Command, there to be filed in the office of the Judge Advocate for a period of two years, at the end of which time it may be destroyed;

(b) When trial is to be had by special or general court martial, the charges and one copy thereof will be referred to the Trial Judge Advocate, the copy to be furnished by him to the accused or his counsel, and the other copy will be used for record purposes in the office of the officer appointing the trial court, the top fold of this copy of this charge sheet, in case of trial by general court martial, being detached at the proper time and forwarded with the record of trial to the Judge Advocate General of the Army. (M. C. M., par 79.)

4. Disposition of Evidence of Previous Convictions—(a) The evidence of a previous conviction referred to a summary court or to the Judge Advocate of a special court will, after trial, be returned by him to the appointing authority and will, after action by the latter on the case, be returned to the Company or Detachment to which it pertains;

(b) The evidence of a previous conviction referred to the Judge Advocate of a general court martial will, if a Company record, after trial be returned by him direct to the Company or Detachment to which it pertains, and a certified copy thereof will be attached to the record of trial. (M. C. M., par. 306.)

NOTE.—This form supersedes the blank form for record of trial by summary court (Form No. 99, A. G. O.), the blank form for report of trial by summary court (Form No. 59, A. G. O.), and the blank form for statement of service (Form No. 15, A. G. O.).

FORMS FOR CHARGES AND SPECIFICATIONS.

Instructions.

The forms for charges and specifications set forth below constitute a general guide for use in the drafting of charges and specifications under the several articles of war, not only for offenses specifically provided for in the forms, but also for like offenses not specifically mentioned therein. In preparing charges the following general rules should be observed:

(a) When there is more than one charge the charges will be numbered, using the Roman numerals, viz, I, II, etc.

(b) When there is more than one specification under a charge the specifications under that charge will be numbered, using the Arabic numerals, viz, 1, 2, etc.

(c) The form provided for the charge will not in any case be abbreviated, added to, or deviated from.

(d) The several forms provided for specifications will be added to or deviated from when circumstances require such addition or deviation, and in charging minor offenses with a view to trial by summary court they may in proper cases be abbreviated.

(e) The words inclosed in parantheses or brackets, or both, in

the forms for specifications may or may not be used, as circumstances require.

(f) The blanks inclosed in parentheses in the forms of specifications indicate that a proper substitute may be used.

(g) The name of the accused as entered in the specification should, except in a case in which the jurisdiction of the court over the person is not dependent upon his being a person subject to military law (e. g. see A. W., 81 and 82), be accompanied by such descriptive language as will show that he is a person subject to military law and therefore subject to the jurisdiction of the court, as "Pvt. John Doe, Company —, — Infantry"; "Pvt. John Doe, —, —, United States Marine Corps, detached for service with the Army, by order of the President"; "John Doe, a retainer to the camp"; "John Doe, a person accompanying the Army of the United States without the territorial jurisdiction of the United States"; "John Doe, a person serving with the Army of the United States in the field"; "John Doe, a general prisoner"; "John Doe, a person under a sentence adjudged by a court martial."

(h) The place and date of the commission of the alleged offense will ordinarily be stated in the body of the specification and not in a separate line at the end thereof.

(i) The words "officer preferring charge," or words of similar import, will not be used in connection with the signature of the officer who subscribes the charges.

CHARGE: Violation of the 54th Article of War.

Specification: In that — did at — on — without having first received a regular discharge, by concealing willfully the fact that he was at the time of such enlistment a (private) (—) under the name — in (Company —, — Infantry) (—) again enlist in —, —, and that he has at —, since said enlistment received (pay) (allowances) (pay and allowances) thereunder.

Specification: In that — did at — on — by concealing willfully the fact that he had under the name —, at —, on —, been discharged (dishonorably) (by reason of —) as a (private) (—) (from —) (convicted in a civil court of a felony to wit, —) (—) procure himself to be enlisted in the military service of the United States, and has at —, since said enlistment, received (pay) (allowances) (pay and allowances) thereunder.

Specification: In that — did at — on — by concealing willfully the fact that he had, under the name —, at —, from about —, 191—, to about —, 191—, been imprisoned in a (reformatory) (jail) (penitentiary) under sentence of a civil court, procure himself to be enlisted in the military service of the United States and has at —, since said enlistment, received (pay) (allowances) (pay and allowances) thereunder.

Specification: In that — did at — on — by concealing willfully the fact that at the time of such enlistment he was (but — years and about — months of age) (a married man) (—) procure himself to be enlisted in the military service of the United States and has at — since said enlistment received (pay) (allowances) (pay and allowances) thereunder.

CHARGE: Violation of the 58th Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, desert the service of the United States, and did remain absent in desertion until he (was apprehended) (surrendered himself) at ——— on or about the ——— day of ———, 191—.

CHARGE: Violation of the 59th Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, (advise) (persuade) ——— to desert the service of the United States by (saying to him ——— ——— ——— ———, or words to that effect) (offering him a position as ——— at ———).

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, knowingly assist ——— to desert the service of the United States (by supplying him with a railroad ticket from ——— to ———) (——) he, the said ———, then well knowing that the said ——— intended to use the (railroad ticket) (——) so supplied him in furtherance of his plans to desert.

CHARGE: Violation of the 61st Article of War.

Specification: In that ——— did, at ———, without proper leave, absent himself from his ——— from about ———, 191—, to about ———, 191—.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, fail to repair at the fixed time to the properly appointed place (of assembly) for ———.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, without proper leave, go from the properly appointed place (of assembly) for ———, after having repaired thereto for the performance of said duty.

CHARGE: Violation of the 62d Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, use (orally and publicly) (——) the following (contemptuous) (disrespectful) (contemptuous and disrespectful) words against the ——— of the (United States) (—— in which he was then quartered), to wit: ——— ——— ——— ———, or words to that effect.

CHARGE: Violation of the 63d Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, behave himself with disrespect toward ———, his superior officer, by (saying to him ——— ——— ———, or words to that effect) (contemptuously turning from and leaving him while he was talking to him the said ———) (——).

CHARGE: Violation of the 65th Article of War.

Specification: In that ———, having received a lawful order from ———, who was then in the execution of his office, to ———, did at ———, on or about the ——— day of ———, 191—, willfully disobey the same.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, (attempt) (threaten) to (strike) (——) [(in) (on) the ———] with (a) (his) ———, while said ——— was in the execution of his office.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, behave in an (insubordinate) (disrespectful) (insubordinate and disrespectful) manner toward ———, who was then in the execution of his office, by (saying to him ———, or words to that effect) (———).

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, willfully (strike) (assault) ———, who was then in the execution of his office, by ——— him (in) (on) the ——— with (a) (his) ———.

CHARGE: Violation of the 73d Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, [without proper authority release] [through (design) (neglect) (suffer)] ———, a prisoner duly committed to his charge to escape.

CHARGE: Violation of the 83d Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, (through neglect) (willfully) suffer ———, of the value of \$——, military property belonging to the United States, to be (lost) (spoiled by ———) (damaged by ———) [wrongfully disposed of by (sale to ———) (———).]

CHARGE: Violation of the 84th Article of War.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, [(through neglect) (willfully) injure by———] (lose) ———, of the value of \$——, issued for use in the military service of the United States.

Specification: In that ——— did, at ———, on or about the ——— day of ———, 191—, (unlawfully sell to ———) (wrongfully dispose of by ———) ——— of the value of \$——, issued for use in the military service of the United States.

CHARGE: Violation of the 85th Article of War.

Specification: In that ——— was, (in time of war), found drunk while on duty as ———, at ———, on or about the ——— day of ———, 191—.

CHARGE: Violation of the 86th Article of War.

Specification: In that ———, being on guard and posted as a sentinel (in time of war), at ———, on or about the ——— day of ———, 191—, was found sleeping on his post.

Specification: In that ———, being on guard and posted as a sentinel (in time of war) at ———, on or about the ——— day of ———, 191—, left his post before he was regularly relieved.

CHARGE: Violation of the 96th Article of War.

Specification: In that ———, being on guard as a ———, did, at ———, on or about the ——— day of ———, 19—, abandon his guard.

(Note.—This form will be used only in case where absence from guard is coupled with an intent not to return during the tour of duty. Ordinary absence from guard duty will be charged under A. W. 61.)

Specification: In that ——— did, at ———, on or about the ——— day of ———, 19—, [kick a public (horse) (———) in the belly] (———).

Specification: In that —, a (sentinel) (overseer) (—), being in charge of prisoners, did, at —, on or about the — day of —, 19—, allow —, a prisoner under his charge, to (go to (enter) (go to and enter) an unauthorized place, to wit: —.

Specification: In that —, a (sentinel) (overseer) (—), being in charge of prisoners, did, at —, on or about the — day of —, 19—, allow —, a prisoner under his charge, to (hold unauthorized conversation with —) (loiter) (neglect his task by —) (obtain —) (—).

Specification: In that —, a (sentinel) (overseer) (—), being in charge of prisoners and having received a lawful order from —, to require a prisoner under his charge to —, did, at —, on or about the — day of —, 19—, fail to obey the same.

Specification: In that — did, at —, on or about the — day of —, 19—, without authority, appear in civilian clothing.

Specification: In that — did, at —, on or about the — day of —, 19—, appear (at) (on) — (without his —) (with his — not buttoned) (in an unclean —) (—).

Specification: In that — did, at —, on or about the — day of —, 19—, attempt to (strike) (—) — (in) (on) the — with —.

(Note.—For assaults upon officers and non-commissioned officers amounting to felonies see A. W. 93.)

Specification: In that — did, at —, on or about the — day of —, 19—, (strike) (—) — (in) (on) the — with —.

Specification: In that — did at — (on or about the — day of —, 19—), (between — and —), with the intention of evading his (duty) (—) as a (soldier) (—), feign (illness), (disability), (insanity), (—).

Specification: In that — did, at —, on or about the — day of —, 19— (attempt to), (threaten to) (strike) (—) —, a sentinel in the execution of his duty, [(in) (on) the —] with —.

Specification: In that — did, at —, on or about the — day of —, 19—, strike (—) —, a sentinel in the execution of his duty, (in) (on) the — with —.

Specification: In that —, a prisoner in confinement serving sentence in the post guardhouse, (—), did, at —, on or about the — day of —, 19—, (escape) (attempt to escape) from such confinement.

Specification: In that —, a prisoner, did, at —, on or about the — day of —, 19—, use the following disrespectful language to —, a sentinel in the execution of his duty: “—,” or words to that effect.

Specification: In that —, having been restricted to the limits of —, did, at —, on or about the — day of —, 19—, break the same by going to —.

Specification: In that — did, at —, on or about the — day of —, 19—, unlawfully carry a concealed weapon, viz, a —.

Specification: in that —, did, at —, on or about the — day of —, 19—, (urinate) (defecate) (—) (on the floor of the squad room) (—).

Specification: In that — did, at —, on or about the — day of —, 19—, willfully and unlawfully [(conceal) (remove) (mutilate) (obliterate) (destroy)] [attempt to (conceal) (remove) (mutilate) (obliterate) (destroy)] [take and carry away with intent to (conceal) (remove) (mutilate) (obliterate) (destroy) (steal)] a public record, to wit: (the descriptive list of —) (—).

Specification: In that —, a prisoner in confinement in the post guard house, (—), did, at —, on or about the — day of —, 19—, conspire with — and — to escape from such confinement. (For joint charge see par. 69.)

Specification: In that — did, at —, on or about the — day of —, 19—, wilfully destroy —, value about \$—, property of the United States.

Specification: In that — did, at —, on or about the — day of —, 19—, through carelessness, discharge a (service rifle) (—) in his (squad room) (in his tent) (—).

Specification: In that —, having received a lawful order from —, a sentinel in the execution of his duty, to —, did, at —, on or about the — day of —, 191—, (fail to obey) (willfully disobey) the same.

Specification: In that — was, at —, on or about the — day of —, 19—, (drunk) (disorderly) (drunk and disorderly) in (camp) (post) (quarters) (—).

Specification: In that — was, at —, on or about the — day of —, 19—, (drunk) (disorderly) (drunk and disorderly) in uniform and did thereby bring discredit upon the military service.

Specification: In that —, a sentinel (—) in charge of prisoners, did, at —, on or about the — day of —, 19—, drink intoxicating liquor with —, a prisoner under his charge.

Specification: In that —, a prisoner, was, at —, on or about the — day of —, 19—, found drunk.

Specification: In that —, having received a lawful order from — to —, the said — being in the execution of his office, did, at —, on or about the — day of —, 19—, fail to obey the same.

Specification: In that — did, at —, on or about the — day of —, 19—, violate (standing orders) (regulations) of — by —.

Specification: In that — did, at —, on or about the — day of —, 19—, wrongfully use —, a narcotic drug.

Specification: In that —, being indebted to — in the sum of \$—, which amount became due and payable (on) (about) —, did, at —, on or about the — day of —, 19—, without due cause, fail and neglect to pay said debt, notwithstanding the fact that he had been repeatedly requested by the said — to pay the amount thereof, thereby bringing discredit upon the military service.

Specification: In that —, having been directed to report for prophylactic treatment at (the post hospital) (—) did, at —, on or about the — day of —, 19—, fail to report as directed.

Specification: In that — did, at —, on or about the — day of —, 19—, with intent to deceive —, officially (report) (state) to the said —, that —, which (report) (statement) was (known by the said — to be untrue) (believed by the said — to be untrue) (made by the said — with disregard of a knowledge of the facts) (made by the said — as true when he did not know it to be true) in that —.

Specification: In that —, (having) (did on the — day of —, 19—), in a (trial by court-martial of —) (deposition for use in a trial by court-martial of —) (—) (taken) (take) an oath, before a competent (tribunal) (officer) (person) that [(he would testify) (declare) (depose) (certify) (truly)] [a (declaration) (deposition) (certificate) (—) subscribed by him was true] did, at —, on or about the — day of —, 19—, wilfully and contrary to such oath, (state) (subscribe a statement) in substance that —, which (statement) (declaration) (deposition) (certificate) (—) he did not then believe to be true.

[Note: For charging perjury see Specification No. 101.]

Specification: In that — did, at —, on or about the — day of —, 19—, with intent to defraud, feloniously forge (in its entirety) [by (altering —) (erasing —) (adding —)] a certain (check) (—) in the following words and figures —.

Specification: In that (Sergeant) (Corporal) — did, at —, on or about the — day of —, 19—, gamble with Privates — and —.

Specification: In that — did, at —, on or about the — day of —, 19—, gamble in quarters, in violation of orders.

Specification: In that — did, at —, on or about the — day of —, 19—, while (at a barrack window) (—) indecently expose to public view his (—).

Specification: In that — (for and in behalf of one —) did, at —, on or about the — day of —, 19—, loan to — \$—, under an agreement whereby he, the said —, was to receive for the use of said money for — (months) (days) (interest at the rate of — per cent per (annum) (month) (the sum of \$—)), thereby (demanding) (receiving) (demanding and receiving) an usurious rate of interest for said loan.

Specification: In that —, while posted as a sentinel, did, at —, on or about the — day of —, 19—, loiter on his post.

Specification: In that —, with intent to defraud, did, at —, on or about the — day of —, 19—, unlawfully pretend to — that —, well knowing that said pretenses were false and by means thereof did fraudulently obtain from the said — (the sum of \$—) (merchandise of the value of \$—) (—).

Specification: In that —, while suffering (with) (from) —, did, at —, on or about the — day of —, 19—, refuse to submit to the (dental or medical treatment) (surgical operation)

prescribed by —, the attending (dental) surgeon for the (disease) (injury), the said (treatment) (operation) consisting in —, being necessary and being without appreciable risk to his life.

Specification: In that — did, at —, on or about the — day of —, 19—, willfully maim himself in the — by (shooting himself with — (—)), thereby unfitting himself for the full performance of military service.

Specification: In that —, while posted as a sentinel, did, at —, on or about the — day of —, 19—, sit down on his post.

Specification: In that — did, at —, on or about the — day of —, 19—, commit sodomy upon the person of one —.

[Note: If the acts alleged do not amount to sodomy as defined in par. 443, the acts committed will be accurately described in the specification.]

Specification: In that — did, at —, on or about the — day of —, 19—, while accompanying his organization on (a practice march) (maneuvers) straggle.

Specification: In that —, knowing that — would corruptly and willfully (give false testimony) (make a false declaration, etc.), did, at —, on or about the — day of —, 19—, procure the said — to commit perjury, by inducing him, the said —, to take an oath before a competent (tribunal) (officer) (person) in a (trial by court-martial of —) that [he, the said —, would (testify) (declare) (depose) (certify) truly] a (declaration) (deposition) (certificate) subscribed by him was true] and, wilfully, corruptly and contrary to such oath, to (testify) (declare) (depose) (certify) as follows: —, which (testimony) (declaration, deposition, etc.) was false, was (material) (a material matter) and was known by the said — and the said — to be false. (C. M. C. M., No. 1.)

Specification: In that — did, at —, on —, with intent to defraud, feloniously utter to — as true a certain (written instrument) (—), in the following words and figures, “—,” the said — well knowing that the said (instrument) (—) was forged.

Specification: In that —, a prisoner on parole, did, at —, on or about the — day of —, 19—, break his parole by —.

Specification: In that — did, at —, on or about the — day of —, 19—, with intent to (maim) (disfigure) —, willfully and feloniously [(cut) (bite) (—) the (nose) (ear) (—), of] [(throw) (pour) corrosive acid (—) upon] the said —. (For mayhem, see Specification No. 100.)

Company Administration

Maximum Punishments

Article of war.	Offenses.	Dis-honor-able dis-charge, forfeiture of all pay and allow-ances due and to become due.	Punishments.				
			Confinement at hard labor.			For- feiture of two-thirds pay per month.	For- feiture of pay
			Years.	Months.	Days.	Months.	Days.
54	Enlistment, fraudulent: Procured by means of willful misrepresentation or concealment of a fact in regard to a prior enlistment or discharge, or in regard to a conviction of a civil or military offense, or in regard to imprisonment under sentence of a court.	Yes.....	1				
	Other cases of.....	Yes.....		6			
58	Attempting to desert: After not more than six months in service.	Yes.....		6			
	After more than six months in service.	Yes.....	1				
	In the execution of a conspiracy or in the presence of an unlawful assemblage which the troops may be opposing.	Yes.....	3				
	Desertion: Terminated by apprehension— Not more than 6 months in service at time of desertion.	Yes.....	1½				
	More than 6 months in service at time of desertion.	Yes.....	2½				
	Terminated by surrender— After absence of not more than 30 days.	Yes.....	1				
	After absence of more than 30 days.	Yes.....	1½				
	In the execution of a conspiracy or in the presence of an unlawful assemblage which the troops may be opposing.	Yes.....	5				
59	Advising another to desert.....			6		6	
	Assisting knowingly, or persuading another to desert.....	Yes.....	1				
61	Absence without leave From command, quarters, station, or camp— For not more than 30 days, for each day or fraction of a day of absence.				3		2
	For more than 30 days.....	Yes.....		6			
	From guard— For not more than 1 hour.....						15
	For more than 1 hour.....			3		3	
	Failing to repair at the fixed time to the properly appointed place of assembly for, or place for: Athletic exercise.....						
	Drill.....						
	Fatigue.....						
	Field exercise.....						
	Gallery practice.....						
	Guard mounting.....						
	Horse exercise.....						
	Inspection.....						3
	Instruction.....						
	Muster.....						
	Parade.....						
	Prison guard.....						
	Review.....						
	School.....						
	Stable duty.....						
	Target practice.....						
	March.....			2		2	
	Reveille or retreat roll call.....						

Maximum Punishments

Article of war.	Offenses.	Punishments.					
		Dis-honor-able dis-charge, forfeiture of all pay and allow-ances due and to become due.	Confinement at hard labor.			For- feiture of two-thirds pay per month.	For- feiture of pay.
			Years.	Months.	Days.	Months.	Days.
61	Leaving without permission the properly appointed place of assembly for, or place for: Athletic exercise..... Drill..... Fatigue..... Field exercise..... Gallery practice..... Guard mounting..... Horse exercise..... Inspection..... Instruction..... Muster..... Parade..... Prison guard..... Review..... School..... Stable duty..... Target practice..... Reveille or retreat roll call.....						5
62	Using contemptuous or disrespectful words against the President, Vice President, etc.	Yes.....	1				2
63	Behaving with disrespect toward his superior officer.			6		6	
65	Attempting to strike or attempting otherwise to assault a noncommissioned officer in the execution of his office.			6		6	
	Behaving in an insubordinate or disrespectful manner toward a noncommissioned officer in the execution of his office.			2		2	
	Disobedience, willful, of the lawful order of a noncommissioned officer in the execution of his office.			6		6	
	Striking or otherwise assaulting a noncommissioned officer in the execution of his office.	Yes.....	1				
	Threatening to strike or otherwise assault, or using other threatening language toward a noncommissioned officer in the execution of his office.			4		4	
	Using insulting language toward a noncommissioned officer in the execution of his office.			2		2	
68	Drawing a weapon upon a noncommissioned officer quelling a quarrel, fray, or disorder.	Yes.....	5				
	Refusing to obey a noncommissioned officer quelling a quarrel, fray, or disorder.	Yes.....	2				
	Threatening a noncommissioned officer quelling a quarrel, fray, or disorder.....			6		6	
69	Breach of arrest.....			1		1	
	Escaping from confinement.....	Yes.....	1				
73	Releasing, without proper authority, a prisoner committed to his charge.....	Yes.....	1				
	Suffering a prisoner committed to his charge to escape: Through design..... Through neglect.....	Yes.....	1				
83	Suffering, through neglect, military property to be damaged, lost, spoiled, or wrongfully disposed of: Of a value of \$20 or less..... Of a value of \$50 or less and more than \$20..... Of a value of more than \$50.....			3 6		3 6	
		Yes.....	1				

[illegible]

Maximum Punishments

Article of war.	Offenses.	Punishments.					
		Dis-honor-able dis-charge, forfeiture of all pay and allowances due and to become due.	Confinement at hard labor.			For-feiture of two-thirds pay per month.	For-feiture of pay.
			Years.	Months.	Days.	Months.	Days.
86	Found drunk on post, sentinel.....	Yes.....		6			
	Leaving before regularly relieved from or sleeping on post, sentinel.....	Yes.....	1	1			
90	Using a provoking or reproachful speech or gesture to another.....			3		3	
93	Arson.....	Yes.....	20				
	Assault:						
	With intent to do bodily harm.....	Yes.....	5				
	With intent to commit any felony except murder or rape.....	Yes.....	10				
	With intent to commit murder or rape.....	Yes.....	20				
	Burglary.....	Yes.....	10				
	Embezzlement or larceny:						
	Of property of a value of \$20 or less.....	Yes.....		6			
	Of property of a value of \$50 or less, and more than \$20.....	Yes.....	1				
	Of property of a value of more than \$50.....	Yes.....	5				
	Manslaughter:						
	Involuntary, in the commission of an unlawful act not amounting to a felony, or in the commission of a lawful act which might produce death, in an unlawful manner, or without due caution or circumspection.....	Yes.....	3				
	Voluntary, upon a sudden quarrel or heat of passion.....	Yes.....	10				
	Perjury.....	Yes.....	5				
	Robbery.....	Yes.....	10				
94	Forging or counterfeiting a signature, making a false oath, and offenses related to either of these.....	Yes.....	5				
	Other cases:						
	When the amount involved is \$50 or less.....	Yes.....	1				
	When the amount involved is more than \$50.....	Yes.....	5				
96	Abandoning guard, by member thereof.....			6		6	
	Abusing a public animal.....			3		3	
	Allowing a prisoner to receive or obtain intoxicating liquor.....			3		3	
	Appearing in civilian clothing without authority.....						10
	Appearing in unclean uniform, or not in prescribed uniform, or in uniform worn otherwise than in manner prescribed.....			1		1	
	Assault.....			3		3	
	Assault and battery.....			6		6	
	Attempting to escape from confinement.....	Yes.....	6				
	Attempting to strike or attempting otherwise to assault a sentinel in the execution of his duty.....			6		6	
	Behaving in an insubordinate or disrespectful manner toward a sentinel in the execution of his duty.....			1		1	
	Breach of restriction (other than quarantine) to command, quarters, station, or camp.....			1		1	
	Carrying a concealed weapon.....			3		3	
	Committing a nuisance.....			3		3	
	Concealing, destroying, mutilating, obliterating, or removing willfully and unlawfully a public record, or taking and carrying away a public record with intent to conceal, destroy, mutilate, obliterate, remove, or steal the same.....	Yes.....	3				
	Conspiring to escape from confinement.....	Yes.....		6			
	Destroying, willfully, public property:						
	Of a value of \$20 or less.....	Yes.....		6			
	Of a value of \$50 or less, and more than \$20.....	Yes.....	1				
	Of a value of more than \$50.....	Yes.....	5				

Maximum Punishments

Article of war.	Offenses.	Punishments,					
		Dis-honor-able dis-charge, forfeiture of all pay and allowances due and to become due.	Confinement at hard labor.			Forfeiture of two-thirds pay per month.	Forfeiture of pay.
			Years.	Months.	Days.	Months.	Days.
96	Discharging, through carelessness, a firearm.	Yes.....	1	3		3	
	Disobedience, willful, of the lawful order of a sentinel in the execution of his duty.						
	Disorderly in command, quarters, station, or camp.			1		1	
	Disorderly under such circumstances as to bring discredit upon the military service.			4		4	
	Drinking liquor with prisoner.			2		2	
	Drunk and disorderly in command, quarters, station, or camp.			3		3	
	Drunk and disorderly under such circumstances as to bring discredit upon the military service.			6		6	
	Drunk in command, quarters, station or camp.						15
	Drunk under such circumstances as to bring discredit upon the military service.			3		3	
	Drunk, prisoner found.			3		3	
	Failing to obey a lawful order:						
	Of a superior officer.	Yes.....	1				
	Of a noncommissioned officer.			6		6	
	Of a sentinel.			6		6	
	Failing to pay a just debt under such circumstances as to bring discredit upon the military service.	Yes.....		6			
	False official report or statement knowingly made:						
	By a noncommissioned officer.			3		3	
	By any other soldier.			1		1	
	False swearing.	Yes.....	3				
	Forgery.	Yes.....	5				
	Gambling:						
	By a noncommissioned officer with a person of lower military rank or grade.					3	
	In command, quarters, station or camp in violation of orders.			2		2	
	Indecent exposure of person.			3		3	
	Introducing a habit-forming narcotic drug into command, quarters, station or camp:						
	For sale.	Yes.....	2				
	All other cases.	Yes.....	1				
	Introducing intoxicating liquor into command, quarters, station or camp:						
	For sale.			6		6	
	All other cases.			3		3	
	Loaning money, either as principal or agent, at an usurious rate of interest to another in the military service.					3	
	Loitering or sitting down on duty by sentinel.			1		1	
	Obtaining money or other property under false pretenses:						
	When the amount obtained is \$20 or less.	Yes.....		6			
	When the amount obtained is \$50 or less and more than \$20.	Yes.....	1				
	When the amount obtained is more than \$50.	Yes.....	5				
	Refusing to submit to medical or dental treatment.	Yes.....		6			
	Refusing to submit to a surgical operation.	Yes.....	1				
	Sodomy and other unnatural crimes.	Yes.....	5				
	Straggling.			3		3	
	Striking or otherwise assaulting a sentinel in the execution of his duty.	Yes.....	1				
	Subornation of perjury.	Yes.....	5				
	Threatening to strike or otherwise assault or using other threatening language toward a sentinel in the execution of his duty.			4		4	

Maximum Punishments

Article of war.	Offenses.	Punishments.				
		Dis-honorable discharge, forfeiture of all pay and allowances due and to become due.	Confinement at hard labor.			Forfeiture of two-thirds pay per month.
			Years.	Months.	Days.	Months.
96	Unclean accouterment, arm, clothing, equipment, or other military property, found with.	1	1
	Using insulting language toward a sentinel in the execution of his duty.	3	3
	Uttering a forged instrument.	Yes.....	5
	Violation of condition of parole by general prisoner.	3

ARTICLE II.

EQUIVALENTS.

SECTION 1. Subject to the limitations set forth elsewhere in this order, substitutions for punishments specified in Article I thereof are authorized at the discretion of the court, at the rates indicated in the following table of equivalents:

Forfeiture.	Confinement at hard labor.	Detention.	Hard labor without confinement.
1 day's pay...	1 day.....	1½ days' pay...	1½ days.

FORMS FOR SENTENCES.

A sentence adjudged by a court-martial will, in a proper case, be expressed substantially in one or another of the forms following. When desirable, in a proper case, two or more of the forms may be combined.

1. To have his pay for —— days detained.
2. To have two-thirds (or other fraction) of his pay per month for —— months detained.
3. To forfeit —— days' pay.
4. To forfeit two-thirds (or other fraction) of his pay per month for —— months.
5. To perform hard labor for —— days (or months).
6. To be confined at hard labor for —— days (or months).
7. To be confined at hard labor, at such place as the reviewing authority may direct, for —— days (or months or years).
8. To be confined at hard labor, at such place as the reviewing

authority may direct, for ——— months and to forfeit two-thirds (or other fraction) of his pay per month for a like period.

9. To be dishonorably discharged the service and to forfeit all pay and allowances due or to become due.

10. To be dishonorably discharged the service, to forfeit all pay and allowances due or to become due, and to be confined at hard labor, at such place as the reviewing authority may direct, for ——— days (or months or years). (C. M. C. M., No. 1.)

11. To be reduced to the ranks.

DISCIPLINARY POWER OF COMMANDING OFFICER.

Authority for.—While courts-martial are the judicial machinery provided by law for the trial of military offenses, the law also recognizes that the legal power of command, when wisely and justly exercised to that end, is a powerful agency for the maintenance of discipline. Courts-martial and the disciplinary powers of commanding officers have their respective fields in which they most effectually function. The tendency, however, is to resort unnecessarily to courts-martial. To invoke court-martial jurisdiction rather than to exercise this power of command in matters to which it is peculiarly applicable and effective, is to choose the wrong instrument, disturb unnecessarily military functions, injure rather than maintain discipline, and fail to exercise an authority the use of which develops and increases the capacity for command.

Legal sanction is now given to the exercise of such disciplinary power by the following article of war:

"Art. 104. Under such regulations as the President may prescribe, and which he may from time to time revoke, alter, or add to, the commanding officer of any detachment, company, or higher command may, for minor offenses not denied by the accused, impose disciplinary punishments upon persons of his command without the intervention of a court-martial, unless the accused demands trial by court-martial.

"The disciplinary punishments authorized by this article may include admonition, reprimand, withholding of privileges, extra fatigue, and restriction to certain specified limits, but shall not include forfeiture of pay or confinement under guard. A person punished under authority of this article who deems his punishment unjust or disproportionate to the offense may, through the proper channel, appeal to the next superior authority, but may in the meantime be required to undergo the punishment adjudged. The commanding officer who imposes the punishment, his successor in command, and superior authority shall have power to mitigate or remit any unexecuted portion of the punishment. The imposition and enforcement of disciplinary punishment under authority of this article for any act or omission shall not be a bar to trial by court-martial for a crime or offense growing out of the same act or omission; but the fact that a disciplinary punishment has been enforced may be shown by the accused upon trial, and when so shown shall be considered in determining the measure of punishment to be adjudged in the event of a finding of guilty."

While commanding officers should always use their utmost influence to prevent breaches of discipline and compose conditions likely to give rise to such breaches, they should also impose and enforce the disciplinary punishment authorized by the above article. This authority, involving the power, judgment and discretion of the commander, can not be delegated to or in any manner participated in by others, but must be exercised by the commander upon his own judgment and in strict compliance with the article and the regulations prescribed by the President pursuant thereto. Accordingly, the commanding officer of a detachment, company, or higher command will usually dispose of, and may award disciplinary punishment for, any offense committed by any enlisted man of his command which would ordinarily be disposed of by summary court-martial, when the accused does not deny that he committed the offense and does not demand trial by court-martial before the commanding officer has made and announced his decision in the case.

Record of Punishment.*—For each punishment awarded the commander will cause a brief record to be made showing—

- (a) Name of accused.
- (b) Brief statement of offense, including time and place.
- (c) Statement as to whether or not accused demanded trial by court-martial. To be effective such demand must be made before award of punishment by commanding officer.
- (d) Disposition of case, with date and punishment awarded, if any.
- (e) Whether or not appeal was made to higher authority.
- (f) Decision of higher authority on appeal.
- (g) Whether or not accused was required to serve punishment pending appeal.

Appeals.—If an appeal is made to the next superior authority it shall be in writing through the immediate commander awarding the punishment or his successor, who will immediately forward it to the superior with a copy of the record. An appeal shall consist of a brief statement signed by the accused, giving his reasons for regarding the punishment as unjust or disproportionate, and shall be accompanied by a like brief statement by the commander in support of the punishment awarded. The superior will, in passing upon the appeal, hear no witnesses and will consider no statements other than those forwarded with the appeal, but will be limited strictly to the consideration of the punishment awarded. He will be reluctant to disturb the award of punishment, but when justice clearly requires such action he may modify, set aside, or even increase the punishment awarded, but in no case will he award a different kind of punishment. After having considered the appeal he will return the record to the commanding officer from whom received, with a statement of his disposition of the case.

*With a view to facilitating the keeping of a record of disciplinary punishments administered by the company commander, the United States Infantry Journal, Union Trust Building, Washington, D. C., has prepared a special blank form, which covers every phase of the subject. The price of same is very reasonable.

CHAPTER XVII.

DISCHARGE

Reference A. R. 139 to 158

There are three different classes of discharge certificates.

1. The Honorable Discharge (A. G. O. Form No. 525), which is given when the soldier's service has been honest and faithful and he is entitled to re-enlistment in the service.

2. The Discharge (A. G. O. Form No. 526 on Green paper), which is given when the soldier is discharged under conditions which do not warrant his re-enlistment in the service.

3. The Dishonorable Discharge (A. G. O. Form No. 527 on Yellow paper), which is given when the soldier is sentenced to dishonorable discharge by sentence of a court-martial or a military commission.

When a soldier is to be discharged the company commander causes the appropriate discharge certificate and final statement to be prepared. The discharge certificate is sent to headquarters with the morning report where it is signed by the commanding officer and returned to the company at orderly call.

It is then given to the soldier, together with his final statements.

PRICE LIST

OF

COMPANY STATIONERY

	300 Copies	500 Copies	1000 Copies
Official Envelope	2.25	3.25	5.50
C-102 Letterheads	2.00	2.75	4.00
D-104 Details-tomorrow	2.00	2.75	4.00
O-106 Record of Discipline....	2.00	2.75	4.00
O-108 Record of Clothing.....	2.00	2.75	4.00
B. F.-107 Bill of Fare.....	2.00	2.75	4.00
Q. M.-100 Quartermaster.....	2.00	2.75	4.00
M. P.-105 Muster and Pay Roll	3.00	4.25	6.00
B. C.-109 Bunk Card.....	2.50	3.50	5.25
Monthly Date Pay.....	2.00	2.75	4.00
101 Pass	2.00	2.75	4.00
P. R. 101 Record Rifle.....	2.00	2.75	4.00
Information Slip	2.00	2.75	4.00
P. D. 111-Pay Roll Collection..	.20 each		
Company Order No. 1.....	.02 "		

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109 LAFAYETTE STREET **NEW YORK**

ENLISTMENT RECORD.

Name: Henry G. Donaldson Grade: Corporal
Enlisted July 6, 1913, 191 , at Jefferson Barracks, Mo.
Serving in First enlistment period at date of discharge.
Prior service: * None
Noncommissioned officer: Aptd. Corporal May 21, 1916
Marksmanship, gunner qualification or rating: † Not qualified
Horsemanship: Not mounted
Battles, engagements, skirmishes, expeditions: None
Knowledge of any vocation: Carpenter
Wounds received in service: None
Physical condition when discharged: GOOD
Typhoid prophylaxis completed August 10, 1913
Paratyphoid prophylaxis completed
Married or single: Single
Character: "EXCELLENT"
Remarks:
Signature of soldier: HENRY G. DONALDSON

Wm. I. HILLARD
Captain 40th. Infantry,

Commanding Company "A"

Honorable Discharge from the United States Army.



TO ALL WHOM IT MAY CONCERN:

This is to Certify, That HENRY G. DONALDSON

Corporal Company "A" 40th. Infantry

Regular Army, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the military service of the UNITED STATES by reason of Expiration of 4 years service with view to immediate re-enlistment.

Said HENRY G. DONALDSON was born in Springfield, in the State of Missouri

When enlisted he was 25 years of age and by occupation a Carpenter. He had Black eyes, Black hair, Dark complexion, and was 5 feet 10 inches in height.

Given under my hand at Platt. Barracks, N.Y. this 5th. day of July, one thousand nine hundred and seventeen.

HENRY MINERS

Colonel 40th. Infantry

Commanding.

Discharge from the United States Army.

TO ALL WHOM IT MAY CONCERN.

This is to Certify, That Thomas Hilden

* Company "A" 40th. Infantry

Regular Army is hereby Discharged from the military service of the United States by reason of 1 Paragraph 149 $\frac{1}{2}$ A.R. 1913, per 2nd. Ind.Hq.Cent.Dept., June 2, 1917

Said Thomas Hilden was born in Atlanta, in the State of Georgia. When enlisted he was 23-1/6 years of age and by occupation a Baker. He had Blue eyes, Lt. Brown hair, Fair complexion, and was 5 feet 9 $\frac{1}{2}$ inches in height.

Given under my hand at Fort Grant, Arizona this 4th. day of June, one thousand nine hundred and seventeen

G. C. Blanchard

Major 40th. Infantry

Commanding.

Form No. 526, A. C. O.
Ed. Feb. 23-17-10,000.

* Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry;" "Sergeant, Quartermaster Corps;" "Sergeant, First Class, Medical Department."
† Insert "Regular Army," "Volunteer Army," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.
‡ State fully actual cause of discharge, giving number, date, and source of order or description of authority therefor.

3-2163-1

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NOTE.—Insert on line 5, cause of discharge, "inaptitude for military service" or "inadaptability for military service," or whatever may be the finding specified by the Board.

Dishonorable Discharge from the United States Army.

To all whom it may concern:

This is to Certify, That Joseph Kelley

a Private of Company "A" of the 40th. Regiment
of Infantry is hereby
Dishonorably Discharged from the United States Army by reason of the sentence of
a General Court-Martial promulgated by G.C.M.O., No. 369 Headquarters
Central Department, January 14, 1917

Said Joseph Kelley was born
in Luzern, in the State of Ohio, and when
enlisted was 22-5/12 years of age, by occupation a Plasterer,
had Brown eyes, Black hair, Dark complexion, and
was 5 feet 8 inches in height.

Given under my hand at Fort Grant, Ariz. this 16th.
day of June, one thousand nine hundred
and seventeen

G. C. Blanchard

Major 40th. Infantry

Commanding.

CHAPTER XVIII.

FINAL STATEMENTS

When a soldier is separated from the service he receives a "Final Statement" (War Department Form No. 370) in duplicate, on which the settlement of his accounts with the Government is made. Exceptions: Final Statements will not be furnished where a soldier has forfeited all pay and allowances and has no deposits due him. When a soldier dies only one copy of the Final Statement is made out.

References A. R.

- 135: Retirement of soldier.
- 140: Furnishing Final Statements.
- 141: Responsibility for erroneous entries on Final Statements.
- 142: Discharge of soldier prior to expiration of term of service.
- 152: Agreement of date of discharge on discharge certificate and Final Statements.
- 155: Notification of discharge.
- 162: Final Statement of deceased soldiers.
- 341: Entries on Final Statements of amounts due post laundries.
- 345: Entries on Final Statements for amounts due post exchanges.
- 648: Money amounts to be written out in full on Final Statements
- 1163: Clothing balance due soldier to be entered on Final Statements.
- 1235: Final Statements of enlisted men discharged outside of the United States.
- 1362 to 1369: Entry of Deposits on Final Statements.
- 1375 to 1381: Payment of discharged soldiers.

Before attempting to make out a set of Final Statements read carefully the instructions on the back of the form. Final Statement blanks are required to be kept in the personal custody of the officer to whom they are issued. Under no circumstances are they to be kept in orderly rooms where any person may gain access to them.

This form is a three-fold blank, and the difficulty in reducing it to fit the page of this book makes it necessary to leave out the long list of instructions. This form must be made in handwriting and not by typewriter. The back of the form is shown of Final Statement and list of deposits. The instructions come in between the two. The other cut shows the inside of the form.

Company Administration

FINAL STATEMENT

OF

Donaldson, Henry G.
(Last name.) (First name.)

Corporal "A" 40th Inf'y
(Rank) (Company) (Regiment)
(To be filled in by the organization commander.)

For value received, transferred to

(Name of assignee)

(Soldier's signature.)

Transfer witnessed and noted on discharge or reservist's descriptive card (as the case may be).

(See Instruction 8.)

INSTRUCTIONS.

LIST OF DEPOSITS.

(To be filled in by organization commander.)

DATE.		AMOUNT.		DATE.		AMOUNT.			
		Dolls.	Cts.			Dolls.	Cts.		
Sept 5, 16		2000		Brought forward					
<div>Sample Copy</div>									
		TOTAL				TOTAL		20	00

FINAL STATEMENT OF Henry G. Donaldson, Capt. Co. H. 40th Inf.
(Rank) (Company) (Regiment.)
 ACCEPTED for enlistment at St. Louis, Mo. Enlistment on July 6, 1913
(See Instruction 6.)
Discharged at St. Louis, Mo. on July 5, 1917
(Discharged, furloughed to reserve, retired, or died.)
 Reason Expiration term service
(State reason and order, if any, for discharge, furlough, or retirement, and discharged, whether honorable or otherwise.)
 Serving in 12 enlistment period at date of Discharge
(Discharge, furlough, retirement, or death.)

DUE SOLDIER for _____
 For additional pay _____
(See Instruction 6.)
 For clothing Thirty six and 52 dollars (\$ 36.52)
(Words.) 100
 For deposits Purely and xx dollars (\$ 20.00)
(As per itemized list on outer fold.) (Words.) 100
 For pay detained by court-martial _____ and _____ dollars (\$ _____)
(See Instruction 15.) (Words.) 100
 For _____
(Any other items, including com. of grs., heat, and light, for which W. D. Form 369 must be attached hereto, see Instruction 16.)

Last paid to include June 30, 1917, by Capt. Wm. R. Cole, Jr.
(Name of quartermaster.)
 DUE UNITED STATES for Nothing
(See Instructions 7 and 14.)

REMARKS: Service honest and faithful Entitled to travel
pay for A.O.R. on absence under G.O. 31/12 and
45/14
(See Instructions, especially 10 and 11.)

I CERTIFY that the foregoing Final Statement, given in duplicate, is correct.

(In case of deceased soldier, strike out "given in duplicate.")

SAMPLE COPY.

WAR DEPARTMENT.
 Form No. 376.
 Approved by the Comptroller of the
 Treasury July 31, 1916.

03-2677

Wm. R. Hillard
Captain 40th Infantry
 Commanding organization.

CHAPTER XIX.

DECEASED SOLDIERS.

Reference A. R. 162-167.

The instructions regarding the procedure to be taken when a soldier dies in the service are so complete in the text of the reference above that it is not deemed necessary to repeat them here.

When a soldier dies the company commander should proceed step by step as indicated in Par. 162 and 162½.

The Company Commander should secure all the effects of the soldier and place them under lock until they are taken charge of by the Summary Court officer. The Summary Court officer makes out the inventory of effects (A. G. O. Form No. 34) and has complete charge of their disposition under the provisions of the 112 Articles of War.

INVENTORY OF THE EFFECTS OF

Frank M. Leland
(Christian name.) (Surname.)
late a Private Compy. "A" 40th. Inftry.
(Rank.) (Organization.)
who died at Platt Barracks, N.Y.
on June 28, 1917, 191, by reason of
Cerebro-embolism
and was buried at Post Cemetery, Platt.
Barracks, N.Y. No. of grave 128

ARTICLES.

NO.

(Enter here all effects of deceased soldier)

Money { Specie \$.80
Notes \$ 10.00

I certify that the foregoing inventory comprises all the effects of Frank M. Leland deceased, and that the effects are in the hands of myself

at Platt Barracks, N.Y.
to be disposed of as prescribed in Army Regulations.

Wm. J. HILLARD

Captain 40th. Infantry

Commanding Company "A"

Platt Barracks, N.Y.

(Station.)

June 30, 1917, 191

(Date.)

(Initials.)

Leland Frank M.
(Surname of deceased.) (Christian name.)
Private Company "A" 40th. Infantry
(Rank and organization; if civilian, capacity and department in which employed.)
June 28, 1917
(Date of death.)
Platt Barracks, N.Y.
(Place of death.)
Cerebro-embolism
(Cause of death.)

June 30, 1917
(Date of burial.)
Grave No. 128, Section 1, Post
(No. and locality of grave, or other disposal of remains.)
Cemetery

Single
(Married or single.)
(If married, name and address of widow.)

Remarks:

REPORT OF DEATH AND DISPOSAL OF REMAINS.

CHAPTER XX.

GUARD REPORTS.

Reference: Manual Interior Guard Duty
Instructions for Preparation of Guard Reports.

1. During the first tour of guard reported on this form, the names of all prisoners in confinement at the beginning of the tour will be recorded in one list (on the pages prepared for that purpose), and no new list will be made during the month. The names of general prisoners and all entries pertaining to them will be recorded with red ink; the names of all other prisoners (enlisted men) and all entries pertaining to them will be recorded with black ink. The names of the general prisoners in confinement at the beginning of the tour will be recorded at the head of the list of prisoners, beginning with the name of the general prisoner who has the longest remaining period of confinement to serve, and following with the names of other general prisoners in the order of the length of their remaining periods of confinement. The names of the enlisted men then serving sentences of confinement will follow next in the same order. The names of the other prisoners then in confinement (enlisted men not undergoing sentences of confinement) will next be recorded in the order of the dates of their respective commitments; and the names of all prisoners, including general prisoners, will be numbered consecutively. The interval between a name and the one preceding it should not be greater than necessary. The minimum and normal allowance will be two of the ruled spaces for each prisoner. No attempt will be made by means of entries on the report other than by the prescribed column entries to designate or distinguish prisoners awaiting trial or result of trial.

2. The name of each prisoner confined after the list hereinbefore prescribed is made and during the month covered by the report will be recorded, without regard to classification, next after the name of the prisoner last entered on the original list, and will be numbered accordingly. Sufficient space will be left above the name of the first prisoner confined during each guard tour, including the first tour of the month, for this heading: "Confined during the tour of ——" (described by dates, e. g., June 25-26, 1909). All entries and parts of entries pertaining to general prisoners will invariably be made with red ink.

3. When a prisoner is released or dropped during the period covered by the report, a notation to that effect will be made opposite his name in the column for remarks. This notation will set forth briefly the fact, with the date on which the prisoner is released or dropped, and, except in the case of a prisoner released at expiration of sentence, the authority for releasing or dropping him. His name will then be lined out with black ink in the case of a general prisoner, and with red ink in all other cases. Whenever a prisoner is released or dropped the lining out of his name will be initialed immediately below the name by the officer of the guard, or if there be no officer of the guard, by the Officer of the Day.

4. When in the case of a prisoner not serving sentence notice of his

sentence is received, the term and date of expiration of the confinement, if any, will be entered in the proper columns opposite his name, and the authority therefor will be noted in the column for remarks. If the sentence includes dishonorable discharge and confinement, the entries will be made with red ink, and include in the column for remarks this additional entry: "General prisoner since _____" (date of discharge).

5. The total number of prisoners for which the guard is accountable at any time may be ascertained readily by subtracting the number of names lined out from the total number of names entered, that is to say, from the number given to last name on the list.

6. Forfeiture of "good conduct time" and orders modifying sentence will be noted in the column for remarks opposite the appropriate name in the list of prisoners, but the date of expiration of sentence recorded will not be changed, except as provided in paragraph 9.

7. Gains and losses numerically reported in the "Summary of Prisoners" will be noted by name in the space for remarks opposite the summary, and after each name will be entered the serial number given the name in the list of prisoners, e. g., "Released: General prisoners, Smith, 10; Jones, 21"; etc. Changes in the personnel of the guard will be noted in this space also. Hours and results of inspections and roll calls will not be recorded on this form, but they may, under the direction of the Commanding Officer, be made the subject of a memorandum report.

8. When it is known in advance that the strength of the daily guard that will be required is so great that one page of the Guard Report will be insufficient for the daily list of the guard, provision will be made to meet the deficiency by stitching into the middle of the Guard Report, before beginning its use for the month, a sufficient number of extra sheets, which will be obtained by requisition upon The Adjutant General of the Army. This will permit of using more than one page of the report, under the caption "List of the guard," for the guard of each day. When more than one page of the report is used for the list of the guard of one day, the word "Continued" will be written after the words "List of the Guard" at the top of each additional page so used, and the numbers printed under the heading "No. of Post" on each additional page so used will be changed by prefixing the proper numeral to each of those numbers so that they will read 11, 12, 13, etc.

9. At the end of the month covered by any report, the names of all prisoners not lined out on that report will be transferred with all entries pertaining to them to a new report and will be entered in the new list, in accordance with instructions 1 and 2, and thereafter the remaining instructions, including this one, will apply. At this time the column entries which are affected by the remarks will be changed to conform thereto, and remarks so incorporated will not be repeated on the new list.

GUARD MOUNTED AT Plattsburg Barracks, N.Y......ON July 10, 1917, 191 AND RELIEVED ON July 11, 1917, 191

SERGEANTS.		CORPORALS.		MUSICIANS.		ORDERLIES.	
Murray Co. #40th. Inf.		Hall Co. #40th. Inf.		Prouty Co. #40th. Inf.		Lens Co. #40th. Inf.	
Wilson		do					
Herlihy Co. #40th. Inf.							
FIRST RELIEF.		SECOND RELIEF		THIRD RELIEF.			
NO. OF POST.	NAME.	NAME.	NAME.	NAME.	NAME.	NAME.	NAME.
FROM	TO	FROM	TO	FROM	TO	FROM	TO
8 to 10 and 12 to 4		10 to 12 and 4 to 6		12 to 2 and 6 to 8			
1	Ball		Dennis		Hurd		
2	Tracy		Kenney		McPherson		
3	Jenkins		Kenton		Donaldson		
4							
5							
6							
7							
8							
9							
10							

COUNTERSIGN:

PAROLE:

PRISONERS.

No.	NAME.	CO.	REOT.	CONFINED.		CHARGE.	SENTENCE.		REMARKS.
				AUTHORITY.	DATE.		TERM.	EXPIRES WITH FUTURE GOOD CONDUCT.	
1	Pope, Charles-F.				6r	3/4/17	58th-AW	6 Mos.	July-10, 17--Released 7/10/17
2	Carter, James--				8r	8/14/16	64th-AW	1 Yr.	July--6-19--Released 7/ 6/17
3	Tate, Martin-Pr				8r	7/1/17	61st-AW	10 da.	July-19, 17--Released 7/10/17
4	Maklin, Henry G.				C. O.	6/10/17	58th-AW	9 Mos.	Mch. 25, 18
5	Martin, John G.					Confined during the tour of July 10-11, 17			
						7/11/17	54th-AW	6 Mos.	Dec. 10, 17

4-1492

CHAPTER XXI

ALLOWANCES AND ALLOTMENTS FOR DEPENDENTS— COMPENSATION—WAR RISK INSURANCE.

Suggestions as to Paper Work Under the War Risk Insurance Act of
October 6, 1917.

INTRODUCTION.

The following is published for the guidance of Company Commanders and their clerks in making out Form 1-B (the Allotment and Allowance Form), and Forms 2 and 2-A (the Insurance Applications). In addition there is contained herein data for all clerical work necessary for complete records:

1. Correct notations to be made on Payrolls.
2. A Model Payroll.
3. Notations to be made on Final Statements.
4. Manner of Discontinuance of Allotment, and model forms to be used in notifying the Q. M. G. and the A. G. O. in case of death, desertion and discharge.
5. Items to be entered on Service Record.
6. A schedule of amounts payable in all cases for Family Allowances, Insurance and Compensation.

7. All paper work necessary in connection with Liberty Loan allotments.

It is believed that Company Commanders thoroughly appreciate the fact that the very magnitude of this proposition has hindered its efficient handling. There have been many changes in the paper work connected with this Act, and, since efforts are constantly being made to simplify its provisions, there will, in all probability, be further changes. However, all the following data is correct at the present writing and the procedure shown constitutes the nucleus around which any changes may be made.

Careful study is recommended of all provisions of this Act as the Company Commander is morally responsible for obtaining for his men the full benefits of the allotment and allowance provisions and of the compensation and insurance features. In addition, he is, of course, financially responsible for all entries and incorrect notations made on the payrolls and final statements.

The law itself is divided into four parts:

1st. The section providing for the deduction of allotments, both voluntary and compulsory, affecting men in the service having dependent relatives, under which provision is made for the payment of the family allowances to these dependents by the Government in addition to the allotments.

2nd. Probable compulsory deposits to be left with the United States Government on interest by men without dependents who have not allotted half their pay for Liberty Bonds, insurance or other purposes.

3rd. Compensation, or the insurance benefits which are payable to every officer and enlisted man in case of injury, and to those dependent upon him in case of death.

4th. The insurance, which is offered to officers and enlisted men at

an extremely low cost, providing financial protection for the man in case he is disabled, and for his family in case he is killed.

Each of these four is separate and distinct and the working of one does not affect the other. The following definitions will help in a correct understanding:

An Allotment is money deducted from the soldier's pay. This can be used by him in the purchase of Liberty Bonds, insurance, etc., or can be sent to aid in the support of his dependent relatives.

An Allowance is a contribution by the United States sent in addition to the Allotment to dependent relatives, and only in case such allotment has already been made.

Compensation is money contributed by the Government for the support of the soldier in case of his injury, or the support of his dependents in case of his death. This is similar in many respects to the old pension system and its action is automatic, every one in the service being protected without applying for it.

Insurance is similar to the term generally used, but to obtain its benefits a soldier must pay the necessary charges. However, there is an automatic insurance, on which there is no cost, but this is only effective for 120 days after the soldier's enlistment in service, and is for the purpose of protecting him while he is determining what amount of insurance he wishes to pay for.

Allowances and Allotments for Dependents

Amounts Are Those Received Each Month

	Dependent	Allowance	Allotment	Key to Tables
C l a s s "A"	W	\$15.00	Compulsory Note 1	W—Wife.
	W & C.....	25.00		C—Child.
	W & 2C.....	32.50		P—Parent.
	C Add'l.....	5.00		M—Mother.
	No W but C.....	5.00		B—Brother.
	No W but 2C	12.50		S—Sister.
	No W but 3C	20.00		Add'l—Additional.
	No W but 4C	30.00		Gr C—Grandchild
	Add'l C.....	5.00		
C l a s s "B"	1 P.....	10.00	Voluntary, but necessary to receive Govern- ment allowance	Class "A" means only wife; child; or di- vorced wife.
	2 P.....	20.00	Note 2	Class "B" means father; mother; broth- er; sister; grandchild; grandparent. Note— Widowed mother is in Class "B" only in fig- uring allowances and allowances.
	Gr. C or B or S or P add'l	5.00		

Note 1—Must be equal to allowance except that it shall not be less than \$15, or more than half the pay.

Note 2—As above, except where an allotment is already made to Class "A" the amount need only be 1/7 of pay or \$5 whichever is greater. One such allotment secures an allowance to every member so entitled.

Compensation

Amounts Are Those Received Each Month

In Case of Death. To Class "A" Only.	In Case of Total Disability to Yourself as Below.
W.....\$25.00	No W or C\$30.00
W & C 35.00	W 45.00
W & 2C 47.50	W & C 55.00
W & 3C 52.50	W & 2C 65.00
W & 4C 57.50	W & 3C 75.00
No W but C 20.00	No W but C 40.00
No W but 2C 30.00	M 10.00
No W but 3C 40.00	Loss of both feet 100.00
No W but 4C 45.00	Loss of both hands 100.00
No W but 5C 50.00	Loss of both eyes 100.00
M Widowed 20.00	Helplessly bedridden 100.00

In addition you receive nurse fees up to \$20.00 if needed and also medical and surgical supplies, artificial limbs, etc.

Note 3—In case of partial disability a percentage of the above amounts (compensation) will be received.

There is no provision for partial disability under the insurance, however.

Insurance

In Case of Death			In Case of Total and Permanent Disability	
To beneficiaries in Class "A" or Class "B" for 20 years in monthly installments of.			To yourself, as long as your disability continues (as long as you live if necessary). And in case of your death before 240 monthly installments have been completed balance of installments to Class "A" or "B."	
Insurance	Monthly Installments paid to Beneficiaries.	Total paid in 20 years	Insurance	Monthly Installments paid to you or your dependents
\$ 1,000.00	\$ 5.75	\$ 1,380.00	\$ 1,000.00	\$ 5.75
10,000.00	57.50	13,800.00	10,000.00	57.50

Allotments and Allowances.

Allotments and family allowances apply to all enlisted, enrolled or drafted men (including field clerks), but do not apply to officers. Allotment blanks must be filled out for every man in the service, with or without dependents. These are known as Form 1-B. On them must be entered the number of dependents, the degree of dependency and amount of allowances applied for. The preceding schedule shows the amounts payable in each case. For the purpose of this Act dependent relatives are classed as Class "A" and Class "B." Under the allotment and allowance section, Class A includes wife, child or divorced wife. What usually is called "common law marriage," if it has existed for two years, is sufficient in the case of a wife. Child includes legitimate children, step-children, adopted children, illegitimate children, if the same have been acknowledged in writing six months previous to the entry into service, and grandchildren. Allotments are compulsory to Class "A." The amount of allotment is an amount equal to the allowance, except that it shall not be less than \$15, or more than half the pay. Example: For a private, with pay of \$30 a month, who has a wife, the allotment is \$15, as this is an amount equal to the allowance. For a private having a wife and child, the allotment is the same; for in this case, while the allowance is \$25, the maximum that he need allot is one-half his pay, which is \$15.

In the case of a corporal, however, whose pay is \$36, the allotment to a wife would only be \$15, as this is equal to the amount of allowance;

but if he had a wife and child, the allotment would be \$18, as it must equal as nearly as possible the allowance, except that he need not allot over one-half his pay. Of course, in any of the above cases the man can make voluntary allotments, in addition, to the wife or child, as explained hereafter.

Class "B" includes father, mother, brother, sister, grandchild, grandparent and also father-in-law, mother-in-law, half-sister, step-sister, etc. Allotments are not compulsory to Class "B." They are voluntary allotments, but they must be made before the Government allowance is paid. The amount of allotment is an amount as nearly equal the allowance as possible, with a minimum of \$15 and a maximum of half pay, except where an allotment is already made to dependents in Class "A," the amount need only be an additional one-seventh of the pay, or \$5, whichever is greater. One such allotment secures an allowance to every member so entitled.

Allowances can only be secured for Class "B" when the members are wholly or partly dependent, and in no case will they receive an allowance where the amount habitually contributed by the soldier before his entry into the service is no more than the amount of allotment, plus the amount of allowance. For example: A private whose pay is \$30, having a mother to whom he contributed \$15 a month before his entry into the service, would first have to make an allotment. As this amount would be \$15, and also equal to the amount of his habitual contribution, he could receive no allowance. On the other hand, a private having a father and mother to whom he habitually contributed \$60 before his entry into the service, would have to make, first an allotment of \$15, and he could then apply for an allowance of \$10 for each relative, making the total received by them, \$35.

A soldier must make a compulsory allotment to a divorced wife if she has not remarried or unless the Court has decreed that he need not contribute towards her support. The amount of this allotment and allowance shall be the same as above stated for a wife, except that she will not receive an amount larger than the Court decreed should be paid. For instance: If the Court order called for \$15 a month, she would get only the allotment and would not get any allowance. In case a man has remarried, his present wife and her children take precedence over the divorced wife. The divorced wife is entitled to an allowance as above, unless the amount of allowance paid to the wife and children is \$50. A soldier does not need to make an additional allotment to a divorced wife where he has already allotted to his present wife. Children by a divorced wife share equally with children by his present wife in securing allowances.

The maximum allowance payable to any one family is \$50, whether they be in Class "A," in Class "B," or in both. This is, of course, in addition to his own allotment, whether compulsory or voluntary.

The family allowance is payable during the term of service and begins with the date of entry into active service. A man entering service on the 6th of December has the pro-rata amount of his allotment (25/31sts of the amount) deducted from his pay of that month. His family receives the pro-rata allotment and the pro-rata allowance for that month, and the full amounts monthly thereafter. These amounts are pro-rated when a man leaves the service also, as explained below.

In the case of desertion, since the pay automatically stops, the allotment

Company Administration

also stops. This, of course, is only stopped while a man is absent. When the man returns, but still has a deserter's fine against him, his family still receives the benefit of the allotment and allowance. The allotment charges take precedence over the fine and the fine is collected on the payroll from whatever balance is left after the man has made such allotment to secure allowance or to purchase insurance.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
Form A-3

INFORMATION FOR ALLOTMENT OF PAY
AND

APPLICATION FOR FAMILY ALLOWANCE.

THIS FORM MUST BE FILLED OUT IN ~~TRIPlicate~~ Duplicate

- (1) My full name is Charles James Martin Pvt. Co. "G" 317th Inf.
(Given) (Middle) (Last name) (Rank and organization)
- (2) Home address 1182 4th Ave. Huntington, W. Va.
(No. and street or rural route) (City, town, or post office) (State)
- (3) Place and date of birth Kahland, Ky. 7 3 1893 Age 24
(City or town) (State) (Day) (Month) (Year) (Nearest birthday)
- (4) Date of last enlistment or entry into active service Sept. 22, 1917 Pay in United States \$30.00

I hereby certify that the following-named persons and no other come within the class of my wife, former wife divorced, or child as defined in the Act and entitled thereunder to compulsory allotment, and that the information stated opposite their respective names is correct. (If as to any of these there is no person so related to you, write "None" in the name column.)

Relationship to Me	Age	NAME			POST-OFFICE ADDRESS			DATE OF BIRTH			MARRIED? Enter "Yes" or "No"	REMARKS (Follow instructions)
		(Given)	(Middle)	(Last name)	No. and Street or Rural Route	City, Town, or Post Office	State	Month	Day	Year		
(5) Wife		Annie Bell	Martin		1182 4th Ave.	Huntington, W. Va.					Yes	
(6) Child	2	William James	Martin		" " "	" " "	"	10	12	'15	No	
(7) Child	3	Charles Bell	Martin		" " "	" " "	"	11	4	'14	No	Ack.
Child		Note:- (Charles Bell Martin illegitimate child formally acknowledged in writing January 1, 1915)										
Child												
Child												
Child												
Divorced wife		Mary	Martin Jackson		182 Main St.	Richmond, Va.					Yes	Amount payable monthly by order of court

I hereby make voluntary allotments in addition to compulsory allotment, if any, as follows:

Relationship to Me	NAME	POST-OFFICE ADDRESS			Amount of My Average Monthly Habitual Contribution Because of Dependency	AMOUNT OF ALLOTMENT
		No. and Street or Rural Route	City, Town, or Post Office	State		
(9) Father	William Frank Martin	1182 4th Ave.	Huntington W. Va.		\$50.00	\$5.00
(10) Sister	Sarah Jane Martin	1182 4th Ave.	Huntington, W. Va.			

Upon the basis of the foregoing information, which I hereby certify to be correct, I hereby apply for allowances for the following-named persons whose relationship and dependency are fully described above:

- (11) Annie Bell Martin } Sarah Jane Martin \$5.00
William James Martin } \$32.50
Charles Bell Martin } William Frank Martin \$10.00

(12) Signed at (or board) Camp Lee, Virginia.

(13) the First day of November, 1917

Witnessed by:

Rank Captain.

Commanding Co. "G" 317th Inf.

(Sign here) Chas. J. Martin
Pvt. Co. "G" 317th Inf.
(Rank or rating) (Organization)

Disposition of Copies.

These forms are filled out for every enlisted man in the service (enlisted, of course, meaning enlisted, enrolled or drafted). They are now filled out in duplicate (carbon may be used, but they must be made on the typewriter or in ink), one copy being retained by the Company Commander and attached to the man's service record. This copy accompanies his Service Record when he is transferred. The original is sent to the Bureau of War Risk Insurance, Washington, D. C., through the Division Insurance Officer. Disposition of the retained copy in case of discharge is found in the paragraphs relating to death, discharge, etc., on page 155.

When there is a change in the condition of dependency, such as another child being born, or a change in rank, affecting the amount of allotment, this form must again be filled out in duplicate and plainly marked "Change," the same disposition being made of both copies, the old copy retained by the Company Commander being destroyed.

Filling in Forms.

Line 1: A man's full name must appear. The middle initial will not do. If he has no middle name, state same by writing "None." The rank and organization must always be given. As the organization appears three times in this form a rubber stamp can be used in all places.

Lines 2 and 3: Give full information here, correctly spaced as provided. In "Age" must be entered the man's age according to his nearest birthday. A man who is 23 years 5 months and 29 days is considered 23 years old. A man who is 23 years, six months and no days, is considered 24 years old.

Line 4: In the case of drafted men, enter here the date of their report to the Local Board.

NOTE: All this data above appears on the Service Record.

After "Pay in United States" is entered the amount of the total pay received by the man, including extra enlistment pay, marksmanship, pay, etc.

Line 5: The age of the wife is not necessary. Her name must be given without prefix, such as "Mrs.," etc., and it must include her maiden name (given and middle) and her last name. If there is no middle name, show such by writing "None." Give all data as to address. Do not enter here "Same as above." The date of birth is not necessary for a wife. Under heading "Married," write "Yes" or "No." Under "Remarks" make such notations as will show circumstances, the latter can be written in full on a sheet attached to this form. (If such is done it must appear with both forms or can be written right through the body of both forms). For example: Where a man was never legally married he will enter in the column headed "Married," "No," and in the column headed "Remarks," "Living together for four years," and then full circumstances can be explained.

In the case of a man having a wife, of whom he has conclusive proof of misconduct, he can only be exempted by the Director of the Bureau of War Risk Insurance at Washington. The Company Commander should send all this data with the form sent to Washington through the Division Insurance Officer. The amount of allotment, however, must be deducted

from this man's pay until he is so exempted. The allotment also may be waived upon written consent of a wife, or divorced wife, supported by satisfactory evidence, as to her ability to support herself and her children. Notations of all this should be entered under "Remarks."

Line 6: It is very necessary that the age of the child be shown. Its name must be in full, as must also be the address. No ditto marks shall be used as to name, etc. The month, day and year of birth are essential, as this allowance is not paid if the child is over eighteen, except as below.

Under the column "Married" must be entered "Yes" or "No," because if the child be a girl, the allowance stops the day she is married, even though she is under eighteen.

Line 7: Under the column "Remarks" should appear the circumstances as to the condition of the child. If the child is illegitimate, but has been acknowledged in writing by the father, or the Court has decreed that so much be paid towards its support, these facts will be noted, as in the case of the wife above, and in the same manner.

If the child is permanently helpless, mentally or physically, the allotment is compulsory, no matter what the age, and the allowance is payable. If the child is adopted, it is also entitled to the allotment, is so adopted six months previous to entry into service.

If there is more than one child, one child appears on each line. For the purpose of allotment and allowance, children by a divorced wife, adopted children, illegitimate children, as above, or children by present wife, all share equally in allotments and allowance.

Line 8: The age of a divorced wife is not necessary. Her name must be given in full, as above. Full information as to address must be given. Where the address is not known, same is stated as follows: "Address unknown." The date of birth is not necessary. Under "Remarried" must be entered "Yes" or "No." Under "Amount payable monthly by order of Court" must be entered the amount so ordered, or the word "None," as the case may be.

No allotment or allowance is payable to a divorced wife if she is remarried. No allotment is deducted from a man's pay for the support of a divorced wife if he has already allotted the maximum—one-half his pay—to his present wife. If he has not allotted the maximum to his present wife or child, the divorced wife is entitled to the difference between the amount of allotment of his wife or child and the maximum amount of allotment, which is one-half his pay. If there be no present wife and the divorced wife is eligible, as stated above, the \$15 allowance is deducted. The divorced wife, however, takes precedence over all Class "B" dependents in receiving allowances.

Class "B," Line 9: Enter first the relationship, as father, mother, etc. Names must be given in full as above and also full information as to address. Under column "Amount of average monthly habitual contribution because of dependency" must be entered the correct amount. Where this dependency consists of dependency on the soldier for board and lodging, that amount must be approximated. Where a man contributed all his labor, that is, worked on a farm for his parents and received no remuneration, this amount should also be approximated and entered. However, where a man boarded with his mother and father, and contributed \$50 a month towards their support, it is not necessary to differentiate

between board and support, or to deduct from this man an approximate amount that should have been charged him for support. In this case the full \$50 would appear in this column. Under the amount of allotment is entered the amount of the voluntary allotment which he wishes to make. Where there are two or more beneficiaries to whom but one allotment is made, it is not necessary to split up this allotment, but this can be done if it is so desired by the soldier. Amount of such allotment is as stated before.

Line 10: If there is more than one beneficiary, each beneficiary must appear on a separate line. It is, of course, not necessary to give any ages, as the question of age has no bearing on whether or not the allowances are payable. They are figured entirely on a degree of dependency. The amount of such dependency is not as it now exists in "Class "B," but as it was previous to the soldier's enlistment into the service. This is opposed to the provision in Class "A," which provides for the present condition to dependency and future changes such as additional children. Note paragraphs on the amount of allotments.

Allowance.

Class "B," Line 11: Full name for persons whom allowances are claimed, must be given as above. The amount of allowance claimed should appear following it. The address is not necessary, only the relationship. In no case will allowance to one family exceed the sum of \$50.

Class "B," Line 12: Give here the station.

Class "B," Line 13: The date of signature appears here. The date allotments are made payable from are figured from date on Line 4 "Date of Entry into service."

Line 14: These forms must be witnessed (both the original and duplicate) by the Company Commander. They both must be signed by the applicant and this signature should be his usual military signature. His full name need not be given.

Line 15: Rank should be given.

Line 16: Here should be inserted the name of the organization, first of the Company Commander, and second, of the applicant. Rank of the applicant must be given. Both the original and duplicate must be signed by both parties.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
Form # 1

Fill out in duplicate.

APPLICATION FOR INSURANCE

- (1) My full name is Charles James Martin
(Given) (Middle) (Last name)
- (2) Home address 1182 - 4th Ave. Huntington W. Va.
(No. and street or rural route) (City, town, or post office) (State)
- (3) Date of birth March 3 1893 Age 24
(Month) (Day) (Year) (Nearest birthday)
- (4) Date of last enlistment or entry into active service Sept. 22, 1917.
(Give month, day, and year)

- (5) I hereby apply for insurance in the sum of \$ 10,000 payable as provided in the Act of Congress approved October 6, 1917, to myself during permanent total disability and from and after my death to the following persons in the following amounts:

RELATIONSHIP TO ME	NAME OF BENEFICIARY			POST OFFICE ADDRESS (a) No. and street or rural route (b) City, town, or post office and State	AMOUNT OF INSURANCE FOR EACH BENEFICIARY (in multiples of \$500 only)
	(Given)	(Middle)	(Last name)		
(6) Wife	Anna Bell	Martin		(a) 1182 - 4th Ave., (b) Huntington, W. Va.	\$5,000.00
(7) Son	William James	Martin		(a) 1182 - 4th Ave., (b) Huntington, W. Va.	3,000.00
Son	Charles Bell	Martin		(a) 1182 - 4th Ave., (b) Huntington, W. Va.	1,000.00
Father	William Frank	Martin		(a) 1182 - 4th Ave., (b) Huntington, W. Va.	1,000.00
				(a) (b)	

- (8) In case any beneficiary die or become disqualified after becoming entitled to an installment but before receiving all installments, the remaining installments are to be paid to such person or persons within the permitted class of beneficiaries as may be designated in my last will and testament, or in the absence of such will, as would under the laws of my place of residence be entitled to my personal property in case of intestacy.
- (9) I authorize the necessary monthly deduction from my pay, or if insufficient, from any deposit with the United States, in payment of the premiums as they become due, unless they be otherwise paid.

If this application is for more than \$4,000 insurance, I offer it and it is to be deemed made as of the date of signature.

If this application is for less than \$4,500 insurance and in favor of wife, child, or widowed mother, I offer it and it is to be deemed made as of February 12, 1918.

If this application is for less than \$4,500 and in favor of some person or persons other than wife, child, or widowed mother, I offer it and it is to be deemed made as of { Date of signature } Strike out whichever February 12, 1918, is not wanted.

Note.—If in the last paragraph you strike out "Date of signature" leaving "February 12, 1918," the law gives you \$25 a month for life in case of permanent total disablement occurring prior to such date and the same monthly amount to your widow, child, or widowed mother for not to exceed 240 months less payments made to you while living, but nothing to anyone else in case of your death before such date, and the insurance for the designated beneficiary other than wife, child, or widowed mother is effective only if you die on or after February 12, 1918.

If you strike out "February 12, 1918," leaving "Date of signature," a smaller insurance both against death and disability takes effect at once, but is payable in case of death to the designated beneficiary.

- (10) To whom do you wish policy sent? (Name) Leave with Bureau of War Risk Insurance,
(Address) Washington, D. C.
- (11) Signed at (on board) Camp Lee, Va.
- (12) The 1st day of November, 1917.
- (13) Witnessed by: John W. Craddock Jr. sign here Chas J. Martin
- (14) Rank Captain
- (15) Commanding Co. "G" 317th Inf. Private Co. "G" 317th Inf.
(Rank or rating) (Organization)

MONTHLY PREMIUMS FOR EACH \$1,000 OF INSURANCE

(Each \$1,000 of insurance is payable in installments of \$5.75 per month for 240 months; but if the insured is totally and permanently disabled and lives longer than 240 months the payments will be continued as long as he lives and is so disabled.)

Age	Monthly premium	Age	Monthly premium
15.....	\$0.63	40.....	\$0.81
16.....	.63	41.....	.82
17.....	.63	42.....	.84
18.....	.64	43.....	.87
19.....	.64	44.....	.89
20.....	.64	45.....	.92
21.....	.65	46.....	.95
22.....	.65	47.....	.99
23.....	.65	48.....	1.03
24.....	.66	49.....	1.08
25.....	.66	50.....	1.14
26.....	.67	51.....	1.20
27.....	.67	52.....	1.27
28.....	.68	53.....	1.35
29.....	.69	54.....	1.44
30.....	.69	55.....	1.53
31.....	.70	56.....	1.64
32.....	.71	57.....	1.76
33.....	.72	58.....	1.90
34.....	.73	59.....	2.05
35.....	.74	60.....	2.21
36.....	.75	61.....	2.40
37.....	.76	62.....	2.60
38.....	.77	63.....	2.82
39.....	.79	64.....	3.07
		65.....	3.35

Insurance may be applied for in favor of one or more of the following persons with sum of \$500 or a multiple thereof for each beneficiary, the aggregate not exceeding the limit of \$10,000 and not less than \$1,000 upon any one life:

Husband or wife,

Child, including legitimate child; child legally adopted before April 6, 1917, or more than six months before enlistment or entrance into or employment in active service, whichever date is the later; stepchild, if a member of the insured's household; illegitimate child, but, if the insured is his father, only if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December 31, 1917, shall have been born in the United States or in its insular possessions.

Grandchild, meaning a child, as above defined, of a child as above defined.

Parent, including father, mother, grandfather, grandmother, stepfather, and step-mother, either of the insured or of his/her spouse.

Brother or sister, including of the half blood as well as of the whole blood, step-brothers and stepsisters and brothers and sisters through adoption.

INSURANCE APPLICATION.

Data on Filling Out Form 2, or 2-A.

These must be filled out in duplicate, one copy being retained with the man's Service Record, and original sent through the Division Insurance Officer to the Bureau of War Risk Insurance at Washington.

When there is any change as to beneficiary, a letter must be sent through the Division Insurance Officer, stating nature of such change.

When there is any change as to amount, new copies must be made out in duplicate and marked plainly "Change," properly witnessed and signed. The disposition of both copies is as above.

The new rate is effective according to the change in amount and is effective from date of signature.

Filling in Forms.

Line 1: The soldier's full name must appear. Middle initials will not do. If he has no middle name, state same by writing "None."

Lines 2, 3, & 4. The directions for filling in these lines are the same as for filling in corresponding lines on the allotment form. Note: A man's age is figured from the date that the policy is to take effect and not of the present date. The date policy is to take effect should be the date of signature. Policies can be dated ahead, or dated back. Where a man wishes to take advantage of the automatic insurance, he can, of course, do so by dating his policy February 12th, 1918. The automatic insurance is of no real value, however, to any except those having wife, child or dependent widowed mother, and all those having such dependents should be insured for the full amount from their date of enlistment into service. As far as practicable, policies should always be dated the first of the month, as insurance premiums are never pro-rated. The man that dates his insurance on the 15th of the month has deducted from his pay at the end of the month the full month's premium, and thus pays for the 15 days past, and in addition, for the 15 days in advance.

Line 5. Do not fail to enter here the total amount of insurance applied for.

Line 6. Enter first the relationship of beneficiary. Only the allowed beneficiaries as specified in the Act can be named. These allowable beneficiaries are father, mother, wife, child, son, daughter, brother, sister, grand-father, grand-mother, grand-child and all such being considered in this class whether they are of the full blood, or of the half blood, or are such by marriage or adoption (if child). Example: Step-brother, mother-in-law, etc. An aunt or uncle is not in the lineal line and therefore not an allowable beneficiary. A man can, of course, name himself as beneficiary, or if he leaves the beneficiary blank, he automatically names himself. In case he dies, the insurance would go to any of the above named beneficiaries. In any case where he is totally disabled, he is entitled to the disability features. Do not fail to enter the amount of insurance left to such beneficiary.

Line 7. A man can name any number of beneficiaries, but the amount left to them must be in multiples of \$500 and must be clearly stated in

the space provided beside each name. In all cases beneficiaries' full name must be given. In the case of women, their maiden name, their Christian name and their name by marriage must be given without prefix. Example: Anna Bell Martin, not Mrs. Charles James Martin.

Paragraph 8. No attention need be paid to any of this data in filling out forms, unless the policy is for less than \$4,500, and in this case, full data as given on the form explains itself, except that in Paragraph 9, it should be noted that in signing this form, the necessary deductions from the man's pay is authorized. Note: In case an enlisted man or officer does not wish to have it deducted from his pay, he should state it clearly on the bottom of the form, crossing out Paragraph 9, and also state the manner in which he wishes to pay it.

Line 10. State here to whom policy is to be sent. In all cases, it will be simplest and safest to have the policy left with the Bureau of War Risk Insurance.

Line 11. Give here the station.

Line 12. Give here, not the date of signature, but give the date that the policy is to be effective. However, if the policy is for less than \$4,500, the rules on the form must be followed.

Line 13. These forms must be witnessed, both original and duplicate, by the Company Commander, and must be signed by the applicant and this signature should be his usual military signature. It need not be his full name.

Line 14. Rank should be given.

Line 15. Here should be inserted the name of the organization, first of the Company Commander, and second of the applicant. Rank of the applicant should be given.

Rates are given on the back of the application. They are figured on a monthly basis. Monthly premium at age 22 is 65 cents. The deduction therefore, for \$10,000 worth of insurance, is \$6.50 monthly.

As explained above, this should be paid for by deduction from the pay, but other arrangements can be made by stating on the bottom of the form in just what manner the applicant wishes to pay for his insurance.

Directions given on back of Form 2-A should be followed carefully.

Page 2.
 PAY ROLL OF Co. "G" 317th Infantry. from Dec. 1st, 1917, to Dec. 31, 1917
 (Organization) (Regiment or Corps)

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	Enlistment Period.	Allots \$ per mo for 9 mos & for 10 mos fr. 10/1/17 to 7/31/18. Sec. Lib. Loan. 9 mos.	War Risk Alot For Comp Ins. & Vol Prem.	Due U.S.
1					
2			Note:- The amount to be deducted the 10th month will not be shown until that time to avoid confusion.		
3					
4					
5 1st SERGEANT.					
6 COLLINS, Thomas J.	9/18/17	1	\$5.	\$25.	\$8.80
7 WESS SERGEANT.					
8 ARBORE, John.	9/20/17	1	\$15.	\$15.	\$8.50
9 SUPPLY SERGEANT.					
10 COFFEY, Walter L.	9/18/17	1	\$5.	\$19.	\$8.80
11 SERGEANTS.					
12 BRUBECK, Raymond E.	9/20/17	1	\$5.	\$20.50	\$8.90
13			Due Soldier \$4.00 deducted in error for Nov. W. R. allotment.		
14					
15 FITZGERALD, Clifton.	9/22/17	1		\$24.50	\$8.80
16 PRIVATES.					
17 HOGAN, Leo.	10/4/17	1		\$20.	\$8.70
18 BAILEY, John.	9/22/17	1		\$20.	\$3.45
19 BROWN, Charles.	9/15/17	1	\$5.	\$15.	\$8.80
20			Due U.S. \$5.00 for W. R. allotment omitted from November pay.		
21 DEAN, Harry.	9/20/17	1	\$5.	\$15.	\$8.80
22 CAMPBELL, John. H.	9/18/17	1			\$8.80
23			Allots \$10.00 per mo. for 5 mos. from Oct. 1/17 to Dec. 31/17.		

INSTRUCTIONS.

The above form is for use in making out payrolls and shows proper way to enter all forms of allotments and also manner of adjusting previous allotment errors. On other than the first sheets of the payroll the column for Liberty Loan allotments need only be headed "Lib. Loan Allots over 9 mos. period."

In the case of transfers, AWOL's, etc., the necessary remarks should be written through the columns, beginning with the line below the man's

name, as on the line with his name should go the proper deductions.

Where a man has bought Liberty Bonds from his own bank and not on the 10 months' plan, or where he has made an allotment other than W. R. allotment, the necessary entry should be made; sample above—Campbell case.

In the column "War Risk Allot., Comp. & Vol." is put all allotments to Class "A" and Class "B," made under the War Risk Insurance Bill.

The column "Due U. S. for Ins. Prem." contains the amount of premiums on insurance applied for.

Explanation of Above Allotments.

The First Sergeant has a wife and child. The allowance is \$25. Since the law requires that the allotment is an amount equal the allowance, except that it must be at least \$15, but need not be more than half his pay, the allotment is \$25, as his pay is \$51. (Note Collins' case.)

The rule where a man has dependents in Class "B" is the same. (Note case of Coffey.)

The rule where a man has dependents in both classes is, that where the above allotment has been made to Class "A," only \$5 additional (or 1/7 of pay, whichever be greater) need be allotted to one such dependent in Class "B." This secures allowances for all dependents so entitled. It is not necessary to first allot $\frac{1}{2}$ the pay to Class "A" before allotting to Class "B." It is necessary to allot only such amount as would be allotted if he had dependents in Class "A" only. In other words, Class "B" dependents do not affect the amount of allotment to Class "A" dependents. (Note cases of Brubeck and Fitzgerald. Note also that \$5.50 is figured as 1/7 of pay, instead of \$5.43, the actual amount).

The following table gives the correct amount of allotments and allowances:

<i>Name</i>	<i>Rank</i>	<i>Pay</i>	<i>Dependents</i>	<i>Allow.</i>	<i>Allot.</i>
Collins	1st Sergeant	\$51	W & C (a)	\$25.	\$25.
Arbore	Mess "	38	W (a)	15.	15.
Coffey	Supply "	38	M & F (b)	20.	19.
Brubeck	Sergeant	38	W (a) & M (b)	25.	20.50
Fitzgerald	"	38	W & C (a) & M (b)	35.	24.50
Hogan	Private	30	W&3C (a) & M (b)	47.50	20.
Bailey	"	30	W (a) & M (b)	25.	20.
Brown	"	30	M (b)	10.	15.
Dean	"	30	M F & S (b)	25.	15.

Errors on November payrolls can be adjusted on the December payroll as below:

(1) Where the amount of allotment deducted was in excess of correct amount;

"Due Sol. \$4 deducted in error for Nov. W. R. Allot."

(2) Where the amount of allotment was not sufficient to cover allowance as required;

"Due U. S. \$5 for W. R. Allot. omitted from Nov. pay."

(3) Where a voluntary allotment made on Q. M. Form 38 was omitted from the November payrolls through following error: A previously ex-

isting voluntary allotment of \$20 or more was discontinued on Q. M. Form 39, but letter authorizing discontinuance on payrolls has not yet been received and meanwhile a new voluntary allotment of \$15 had been made on Form 1-B to secure allowance.

Since letter Q. M. G. has not been received it is not known whether the \$20 allotment was paid to allottee for month of November by Q. M. G. Of course, the allotment made on Form 1-B is being paid and must be deducted on payroll. Both allotments cannot be deducted. The only solution is to continue deducting the Form 1-B allotment and to take no action on Form 38 allotment until letter from Q. M. G. arrives stating date of discontinuance of same. If it has been discontinued as of Oct. 31st, no adjustments are necessary. If it has been discontinued as of Nov. 30th or later date, the amount will have to be adjusted as any other overpayments to soldiers are adjusted, by deducting a certain part each month. If in the meanwhile the man is transferred out of the Division, the accountable officer will have to communicate through military channels with the organization to which the man is transferred.

BUREAU OF WAR RISK INSURANCE.

CMJ/nmf
450

EXPLANATION FOR SERVICE RECORD.

All allotments are entered under Allotments, page 7, as shown on model cut.

Line 1 is Liberty Loan Allotment.

Line 2 shows discontinuance of same, in order to allow soldier to take out insurance and to make full allotment to secure allowance for Class "A" and "B" dependents.

Line 3 shows total amount of compulsory and voluntary allotments to Class "A" and "B."

Line 4 shows proper notations for insurance deductions.

It is important that all this data be correctly entered on service record, so that when soldier is transferred, the organization commander to which he is transferred can make the proper deductions.

ALLOTMENTS

and \$9.50 for tenth month

(1) 10.00 per month for nine months beginning with the month of

(2) October 1917 discontinued October 31 1917:

War Risk Allotment

(3) 20.00 per month for months beginning with the month of

November 1917; discontinued 191

(4) 6.60 per month for months beginning with the month of

November 1917; discontinued 191

from \$10,000 Ins. dated 11/1/17

BUREAU OF WAR RISK INSURANCE.

Headquarters Eightieth Division, Camp Lee, Petersburg, Va.

December 24th, 1917.

MEMORANDUM No. 83

Paragraph 2

PROCEDURE FOR DISCONTINUING ALLOTMENTS:

Per telegrams received from the Adjutant General's Office, Washington, December 4th, 12th and 17th, the procedure for discontinuing Liberty Loan allotments and compulsory and voluntary allotments under the War Risk Insurance Act, is as follows:

Death, Desertion or Discharge.

1. In case of death, desertion or discharge, the Company Commanders will notify the A. G. O. per existing Army Regulations, paragraph 1350, and per changes paragraphs 4 and 5 below (Note: 162 and 162½ A. R. in case of death). The Adjutant General's Department will notify the Bureau of War Risk Insurance in Washington, and also the Quartermaster General, of the discontinuance of allowances and allotments made on Form 1-B. On the final statement will be entered under the heading "Due United States, etc.," the pro-rated amount of this allotment. This will be figured from the last day of the preceding month to the date of death, discharge or desertion. Example: Where a man is discharged, deserts or dies on the sixth day of December, the amount of pro-rated allotment will be six-thirty-firsts of his monthly allotment, and will appear as "War Risk Allotment \$3.00." (Note: This would be correct where allotment was \$15.00.) This amount, together with the pro-rata allowance, will be sent by the Bureau of War Risk Insurance to his dependents.

2. Where a man who carries insurance dies, the full monthly premium for the month in which he died will be entered under the same heading. This will not be pro-rated, because this insurance is technically payable in advance and, therefore, the full month's premium is due the Government. It will appear as "Ins. Prem. \$6.70."

3. Where a man who carries insurance deserts or is discharged, the amounts appear on the final statement as above, but the man is still allowed to keep up this insurance by making private arrangements with the Bureau of War Risk Insurance at Washington, for making subsequent payments.

4. In all of the above instances, no discontinuance notice to the Q. M. G. is necessary, and no notice of such discontinuance should come to the Bureau of War Risk Insurance at Camp Lee. On the payroll, of course, the man's name appears under the heading "Died," "Deserted" or "Discharged," as the case may be. The notation in the case of discharge or death does not contain any of the above amounts, but there is simply a notation "Died or discharged," with dates. In the case of desertion, the same amounts appear on the payroll as on the final statement under the heads "Due United States," or "Due the soldier."

5. In case he has a Liberty Bond allotment, notice of this discontinuance must go direct to the Q. M. G., Washington, on Form 39. This is not to be pro-rated, but is to be discontinued from the last day of the preceding month. The reason that this discontinuance notice is necessary to the Q. M. G., and that the other discontinuance notice is not necessary, is because Liberty Bond allotments are made directly through the Q. M.

G., while compulsory and voluntary allotments on Form 1-B are made through the Treasury Department, Bureau of War Risk Insurance, which Department is notified of discontinuance by the A. G. O. However, if a man has a voluntary allotment made on Form 38 and not for the purpose of securing allowance, notice of this discontinuance, due to death, discharge or desertion, must be made directly to the Q. M. G.

6. The amount due the soldier for Liberty Bond allotments already paid by him, do not appear on the final statement; as the Quartermaster at Camp Lee does not have the authority to refund this money. This will be refunded by the Depot Quartermaster at some future date, on some plan not yet known. In case of desertion, this item should appear on the payrolls, as follows: "Allotment—One \$50 Second Liberty Loan Bond, beginning Oct. 1st, discontinued Nov. 30th, letter Q. M. G., Dec. 6th. Due soldier \$10, deducted for allotment for October and November."

7. In the case of transfer of a soldier whose period of allotment still continues, also data with respect to all of the above allotments will be entered on his service record under allotments. Under this heading, of course, comes the amounts due the United States monthly for insurance. In addition, notice of all such transfers shall be reported at once to the Q. M. G. This letter, under the subject of "Transfer of men with running allotments," should give the name of the man transferred, organization from which and to which he is transferred, amount of allotments, the purpose for which money is allotted, and the allottee. These Headquarters will distribute blank forms for this.

8. In the case of transfer of men who have had their Liberty Loan allotments discontinued in order to take out insurance, or to make allotments to secure allowances, the amount due such soldier for allotments already made by him should be entered on the service record under "Remarks," as follows: "Due soldier \$10.00 for allotment on \$50.00 Second Liberty Loan Bond, commencing Oct. 1st, discontinued Nov. 30th. These allotments are to be refunded by the Depot Quartermaster, to whom the Q. M. G. must make report of transfer of such men.

9. In the case of officer transferred to this Division from Training Camps, where they had made allotments for Liberty Bonds on Form 38, and where they had purchased insurance, premium for which was deducted from their payroll, no notice of discontinuance through the Q. M. G. is necessary. These items are simply deducted from the officer's pay voucher under existing instructions.

10. In the case where these men have made allotments to secure allowances on Form 1-B, they will have to be discontinued by letter to the A. G. O.

11. In cases where separation from the service of enlisted men as above occurs too late in the month to permit mail reports to reach the Q. M. G. by the end of the month, a telegraphic report of such separation must be made so that proper discontinuance can be made.

By Command of Major General Cronkhite:

W. H. WALDRON,

Lieut. Colonel, Infantry,
Chief of Staff.

OFFICIAL:

J. B. BARNES,
Major, Infantry,
Adjutant.

BUREAU OF WAR RISK INSURANCE.
Headquarters Eightieth Division, Camp Lee, Virginia.

December 26, 1917.

From: C. O., Company G, 317 Infantry, Camp Lee, Va.
 To: Commanding General, 80th Division, Camp Lee, Va.
 Subject: Discontinuance of allotments for Liberty Bonds.

1. Recommended discontinuance of allotment from second Liberty Loan Bonds by soldiers named in enclosures:

NAME	Pay in U. S.	Monthly Lib. Bond Allot.	Comp. or Vol. Allot. to Secure Allow.	Ins.	Total Deduct.	Bel. of Pay Re- maining	Dis. As Of	Signature of Alloter
Charles James Martin	\$30	\$10	\$20	\$6.60	\$36.60		10/31/17	

2. Except as noted below the allotments are all through the Federal Reserve Bank of New York City, and were made over a period of ten months, commencing October 1, 1917.

INSTRUCTIONS:

On this list should appear only the names of men, who after deducting voluntary allotments to secure allowances, compulsory allotments, their monthly insurance premiums and Liberty Bond allotments, have remaining less than \$7.50 as shown in balance of pay column. Names should appear in alphabetical order.

In such cases, on approval by the Commanding General of the Division the Government will set aside allotments for Second Liberty Loan. Where made to the Federal Reserve Bank of New York allotments already put will be refunded by the Depot Quartermaster, Washington, D. C. Allotments to other banks may be discontinued upon approval of the Commanding General, but private arrangements for the refund of allotments must be made with those banks. These cases must be noted separately. Where discontinuance of allotments is approved Q. M. Form No. 39 will not be required.

Captain Commanding Company G, 317th Infantry.

December 12th, 1917.

From: C. O., Company G, 317th Infantry, Camp Lee, Va.
 To: Quartermaster General, Washington, D. C.
 Subject: Transfer of men with running allotments.

1. The following men who were transferred December 12th, 1917, from this company to the 82nd Division, N. A., Camp Gordon, Ga., have the following allotments:

Name	Amount of Allotment	Kind of Allotment War Risk (Class "A")	Allottee
Brown, Robert C.	\$15.00	Insurance	*_____
Fox, George W.	6.60	Second Liberty Loan	*_____
Galvin, Edward C.	10.00		Federal Reserve Bank, N. Y.

* NOTE: Name of allottee need not be given when allotment is made under War Risk Insurance Act.

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